EMPLOYEE SEPARATION ADMINISTRATION

All supervisors are required to send an email to Employee Separation Administration (**ESA@tnstate.edu**) each time an employee leaves the university or transfers to another department within TSU.   The ESA notice goes to various TSU offices to disable access to Banner, keyless entry, long distance codes, email, etc. An email to ESA with the information below must come directly from the supervisor's account within twenty-four (24) hours of receiving notice of separation from a regular or temporary employee.

ESA NOTICE

Employee Name: _____

T#: _____ Phone Extension # _____

_____ TERMINATION (Resignation, Discharge, Retirement)

**   OR**

_____ TRANSFER to another department within TSU. Department Name: _____

LAST DAY PHYSICALLY AT WORK: _____

LAST DAY OF EMPLOYMENT: _____

EFFECTIVE DATE TO DISABLE ACCESS: _____
Day following the Last Day of Employment, unless explained below.

PLEASE EXPLAIN IF COMPUTER ACCESS IS REQUIRED BEYOND THE LAST DAY OF WORK.
_____
_____

Immediately after submitting the email to ESA, please process the separation through People Admin.

Supervisor Name: _____