

TENNESSEE STATE UNIVERSITY – EMPLOYEE SEPARATION FORM

T# _____ Employee Name: _____

Are you transferring to another Tennessee school or state agency? No ____ Yes ____ (if 'Yes', see below)

Start Date _____ School/Agency _____

Are You Retiring? Yes ____ No ____ If 'Yes', are you using Terminal Leave? Yes ____ No ____

Last Day Worked: _____ (Annual/Sick Leave may not be used to extend separation date, unless retiring).

Street _____ City: _____ State _____ Zip _____

Phone# _____ Email Address _____

Employee's Instructions:

Save this form and email to the Bursar's office. Once the form has been routed, it will be returned to you. If you owe fines/fees, you may pay them directly to the Bursar's office or, upon receiving this form back, you may authorize TSU to deduct any funds due from your final paycheck.

1. Bursar's Office – Jocelyn Thomas jthomas@tnstate.edu 615-963-7582 **Date** _____

Amount Owed \$ _____ eSigned by:

Bursar's Office, Please Save and Email Signed Form to the Parking Department

2. Parking Department – Yvonne Sanders ysanders@tnstate.edu 615-963-1482 **Date** _____

Amount Owed \$ _____ eSigned by:

Parking Department, Please Save and Email Signed Form to the Grants Department

3. Grants Department – Cornelia Reese creese4@tnstate.edu 615-963-2186 **Date** _____

Time & Effort Certifications Current/Submitted N/A ____ Yes ____ No ____

Comments: _____ eSigned by:

Grants Department, Please Save and Email Signed Form to the HR Department

4. HR Department – Tracey Harris tsmith10@tnstate.edu 615-963-1237 **Date** _____

Tuition Reimbursement

Amount Owed \$ _____ eSigned by:

If any funds are owed, you must agree to have funds deducted from your final paycheck or pay directly to the Bursar's Office. If there are insufficient funds in your final paycheck to cover monies due to TSU, you must make alternate payment arrangements. As a separating employee, I authorize TSU to deduct all payments owed as noted above from my final paycheck.

Employee Signature: _____

Amount Authorized \$ _____

Date _____