

Employee Separation Administration (ESA) Workflow Process

The supervisor of the employee being transferred or terminated should submit the Employee Separation Administration notice.

Step 1: Login to MyTSU

Step 2: Click on “Banner Workflow” located under the Staff Applications or Faculty Applications Menu

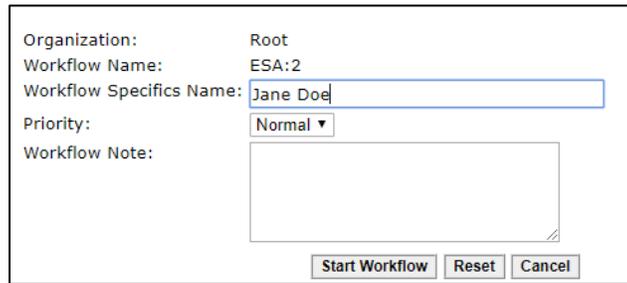


Step 3: Click on “My Process” located under the User Profile Menu



Step 4: Click on “ESA Workflow” **ESA Workflow**

Step 5: Enter the ESA employee name in the “Workflow Specifics Name” field and Click “Start Workflow”

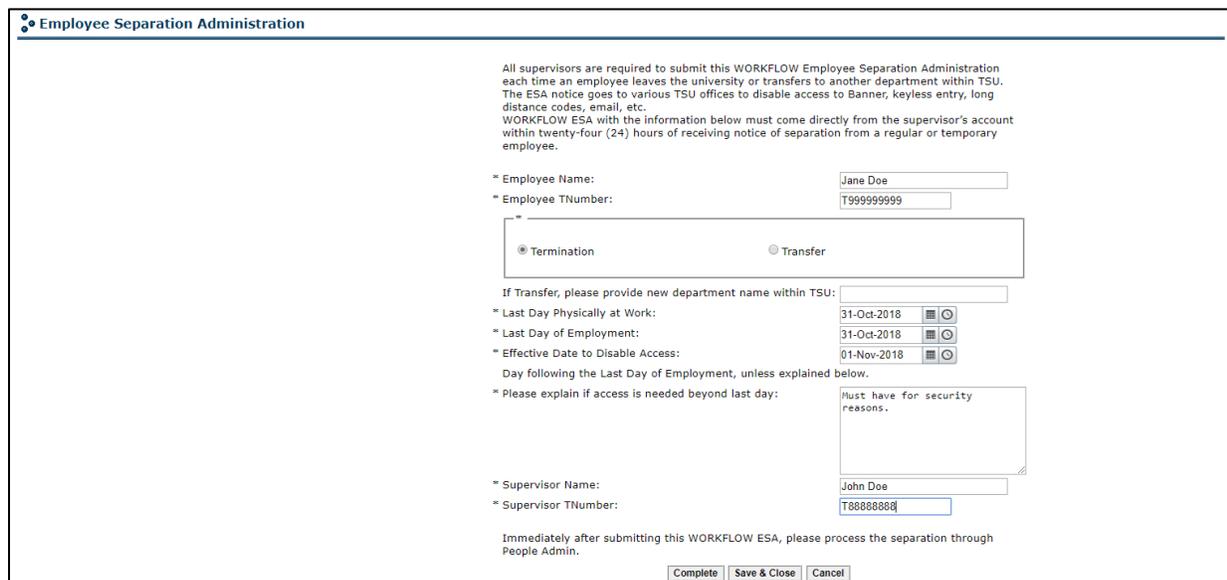
A form for creating a workflow. It has the following fields: "Organization" (Root), "Workflow Name" (ESA:2), "Workflow Specifics Name" (Jane Doe), "Priority" (Normal), and "Workflow Note" (empty text area). At the bottom are buttons for "Start Workflow", "Reset", and "Cancel".

Step 6: Click on the **Blue** Workflow ESA name you just entered under “Worklist”



Status	Organization	Workflow	Activity
	Root	Jane Doe Ready	Create_ESA

Step 7: Proceed to enter all required fields on Employee Separation Administration



Employee Separation Administration

All supervisors are required to submit this WORKFLOW Employee Separation Administration 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.
WORKFLOW 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.

* Employee Name: Jane Doe
* Employee TNumber: T99999999

Termination Transfer

If Transfer, please provide new department name within TSU: _____

* Last Day Physically at Work: 31-Oct-2018
* Last Day of Employment: 31-Oct-2018
* Effective Date to Disable Access: 01-Nov-2018
Day following the Last Day of Employment, unless explained below.

* Please explain if access is needed beyond last day: Must have for security reasons.

* Supervisor Name: John Doe
* Supervisor TNumber: T88888888

Immediately after submitting this WORKFLOW ESA, please process the separation through People Admin.

Complete Save & Close Cancel

Step 8: Click on “Complete” upon completion of the ESA. This will send an email to ESA@tnstate.edu and you will receive a copy of the email as well



Subject: WFAction: ESA Workflow notification

EMPLOYEE SEPARATION ADMINISTRATION

ESA Workflow submitted by:

Employee Name: Jane Doe
Employee Tnumber: T999999999

ESA Type: Termination
if Transfer, new Department name:

Last day of physical work: 31-Oct-2018 12:00:00 AM Last day of employment: 31-Oct-2018 12:00:00 AM Effective Date to Disable Access: 01-Nov-2018 12:00:00 AM Reason access is required beyond the last day of work: Must have for security reasons.

Supervisor Name: John Doe

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

Step 9: Repeat steps as needed

To Cancel a ESA Workflow



Step 1: Click on “Worklist” located under Home tab

Step 2: Click on View Details for the specific **Blue** Workflow ESA

Worklist					
Status	Organization	Workflow	Activity	Priority	Created
	Root	Jane Doe Ready	Create_ESA	Normal	24-Oct-2018 10:19:18 AM

[View Details](#)

Step 3: Click on “Stop Workflow Request”



Step 4: Repeat steps as needed