

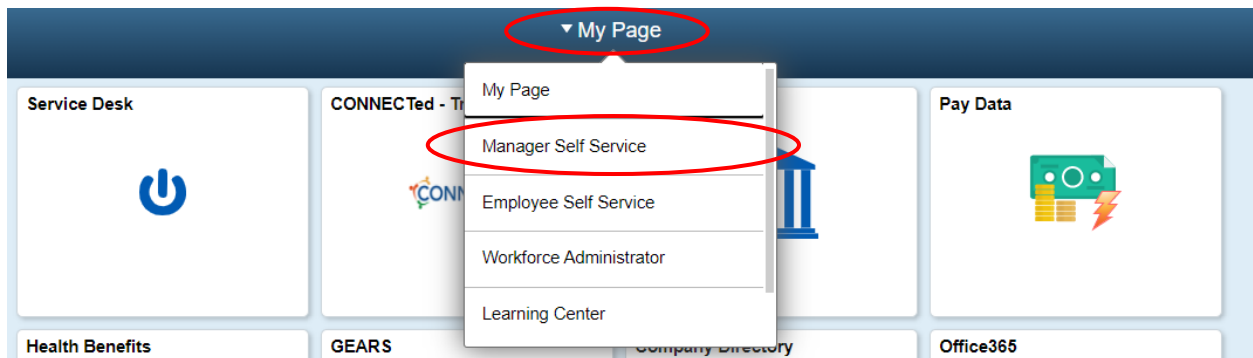
SUBMITTING A SEPARATION REQUEST

Before submitting a Separation Request:

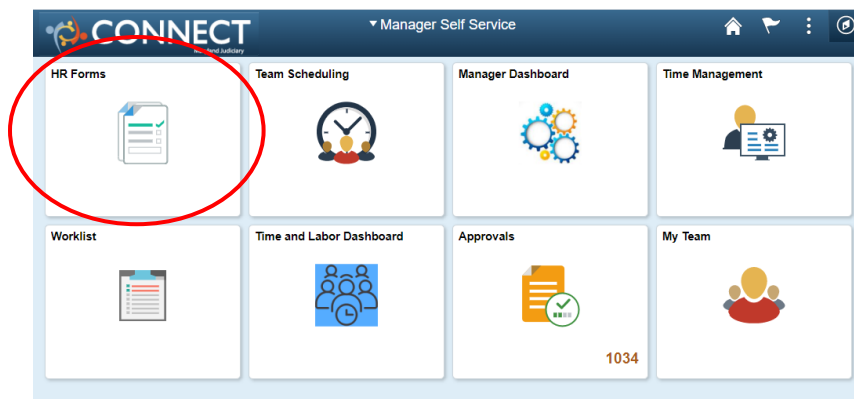
- Note that if an employee is transferring within the Maryland Judiciary, a Separation Request should **NOT** be completed. That transfer process will be completed via the Talent Acquisition Team when processing the Hire/Transfer over to Employment Services.

Submitting a Separation Request:

1. Once logged into CONNECT, click “Manager Self Service” from the page menu.



2. Click the “HR Forms” tile.



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- Click "Separation Request" from the left panel.

The screenshot shows the 'Manager Self Service' interface with 'HR Forms' in the top right. A left-hand navigation menu lists various forms, with 'Separation Request' highlighted in green and circled in red. To the right, the 'Search/Fill a Form' section is visible, featuring two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter also circled in red. Below the tabs are search criteria fields for Sequence Number, Subject, Document Key String, Priority, Due Date, and Approval Status, each with a dropdown menu and an input field. A 'Search' button and a 'Clear' button are at the bottom of the search section.

- Click the "Add a New Value" tab. This will open the form.
- Click the "Instructions" tab to view complete instructions on how to complete and submit this form.

INSTRUCTIONS FROM THIS TAB CAN BE FOUND ON THE NEXT PAGE.

The screenshot shows the 'Separation Request' form with the 'Instructions' tab selected and circled in red. The form includes fields for *Subject, Status, Initial, *Employee ID, *Employee Name, *Effective Date of Separation, *Action, and *Reason. A 'More Information' section is also present, which is currently empty. A 'Save' button is located at the bottom left of the form. At the bottom of the page, there is a navigation bar with 'Form | Instructions | Attachments'.

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Separation Request Instructions

An employee must give at least two weeks prior notice of resignation in order to resign from the Judiciary in good standing. The Administrative Official can grant an exception based on unusual or extenuating circumstances.

The following information is required in order to complete the Separation Request Form:

1. **Employee ID:** Employee identification number.
2. **Effective Date of Separation:** The effective date of separation will be the day that the position becomes vacant.
3. **Action:** Type of Separation
 - RET – Retirement
 - TER – Separation
4. **Reason:** Separation Reason
 - ABN – Job Abandonment
 - CTR – Contract Separation
 - DEA – Death
 - DIS – Disability
 - END – End of Assignment
 - RES – Resignation
 - RET – Retirement
 - RIN – Resigned Improper Notice
 - RLS – Resigned in Lieu of Separation
 - TSA – Transfer to State
 - FBW – Failed to Begin Work
 - INV – Separation Involuntary

Managers will initiate the Separation Request Form for direct reports using the Manager Self-Service module.

Select the Separation Request Form and enter the information listed below:

1. **Subject:** The system will default this information using the employee's name and work location once the employee id is selected. The subject line will help to track the transaction.
2. **Employee ID:** From list of Direct Reports
3. **Employee Name:** The employee name will default once the employee id is selected.
4. **Effective Date of Separation:** The effective date of separation will be the day that the position becomes vacant.
5. **Action:** Select the action from the list provided
6. **Reason:** Select the reason from the list provided
7. **More Information:** Enter additional comments
8. Attach resignation letter.
9. Click **Save**, and continue the instructions below.

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6. Click the “Attachments” tab to add your documentation to the Separation Request Form.
 - a. You’ll click “Attach”.
 - b. Click “Choose File”. Search your computer drive(s) for the appropriate file name. Upon locating the correct file double click the file name to select it.
 - c. Click “Upload” to attach the file.

The screenshot shows the 'Attachments' tab of the 'Separation Request' form. The 'Upload your attachments' section contains a table with one row and three columns: 'Description', 'Attached File', and 'Attach'. The 'Attach' button is circled in red. Below this, a 'File Attachment' dialog box is open, showing 'Choose File', 'Upload', and 'Cancel' buttons, all of which are circled in red.

7. Click on the “Form” tab. Enter the required information as provided in the instructions. Once the form is complete. Click the “Save” button.

The screenshot shows the 'Form' tab of the 'Separation Request' form. The 'Form' tab is circled in red. The form contains several fields: '*Subject', 'Status' (set to 'Initial'), '*Employee ID' (with a search icon), '*Employee Name', '*Effective Date of Separation' (with a calendar icon), '*Action', and '*Reason'. Below these fields is a large 'More Information' text area. At the bottom left, the 'Save' button is circled in red.

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8. Upon clicking “Save”, a “Preview Approval” and “Submit” button will appear. The form will be issued a Sequence Number.
 - a. Click the “Preview Approval” button to see what approval is required.
 - b. Click the “Submit” button to officially submit the Separation Request.

The screenshot shows a web form for submitting a separation request. At the top, the status is 'Initial'. Two buttons, 'Preview Approval' and 'Submit', are circled in red. Below these are input fields for Employee ID, Employee Name, and Effective Date (03/29/2017). To the right are dropdown menus for Action (Retirement) and Reason (Retirement). A 'Save' button is located at the bottom left. Below the form is a 'More Information' section containing the text 'TEST'. At the bottom of the page are links for 'Form | Instructions | Attachments'.

Upon completion of a Separation Form, please note:

- Voluntary Separations will be routed to Employment Services for processing.
- Involuntary Separations will be routed to Employee Relations for approval before being routed to Employee Services for processing.

**For assistance, please contact Employment Services
at oes@mdcourts.gov or (410) 260-1731.**