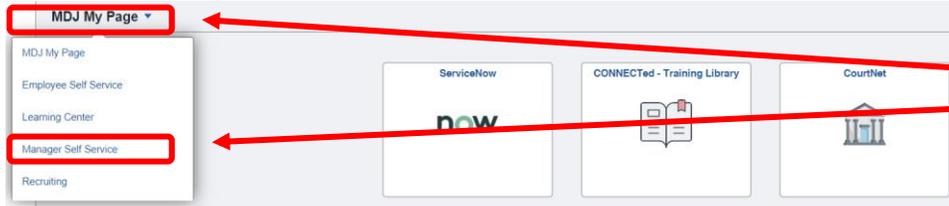


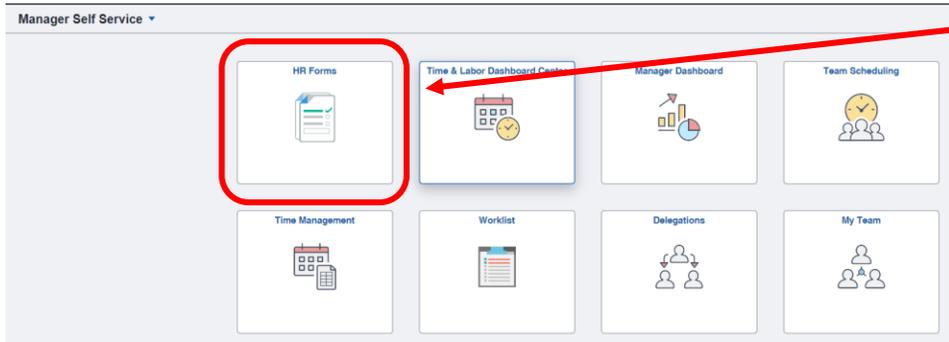
# SUBMITTING A SEPARATION REQUEST

Before submitting a Separation Request:

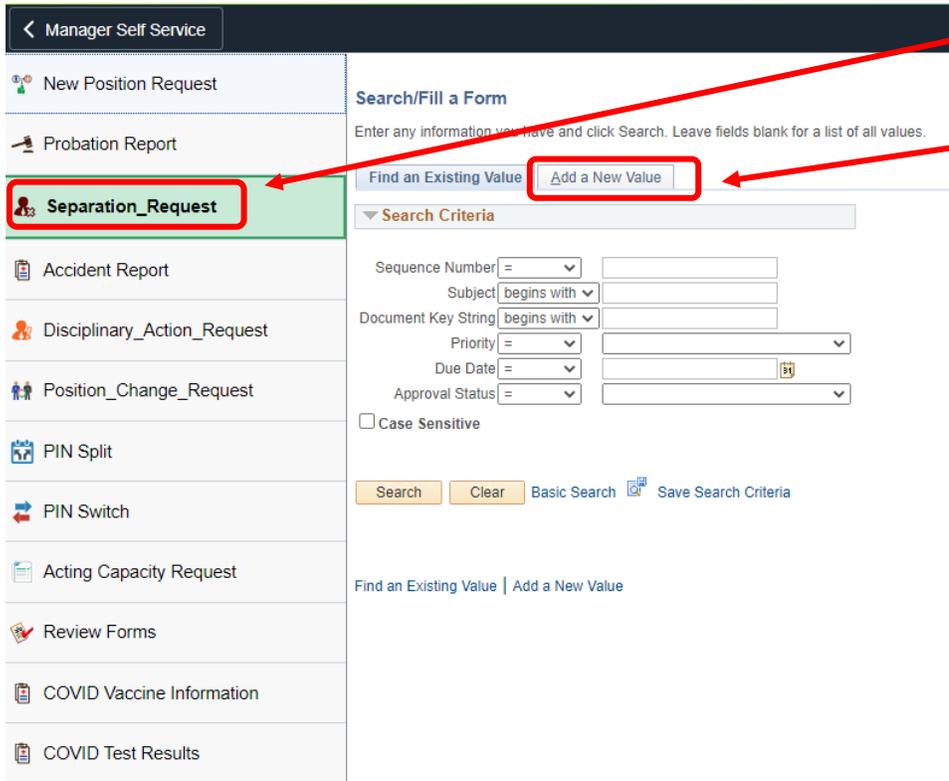
Note that if an employee is transferring (Lateral, Promotion or Demotion) within the Maryland Judiciary, a 2-week notice from the employee is appropriate, but a Separation Request from the supervisor is **NOT**. That transfer process will be completed by Talent Acquisition and Employment Services.



1. Once logged into Connect, click “MDJ My Page” and “Manager Self Service” from the menu.



2. Click the “HR Forms” tile.



3. Click “Separation\_Request” from the left panel.

4. Click the “Add a New Value” tab. This will open the form.

# SUBMITTING A SEPARATION REQUEST

**SEPARATION REQUEST INSTRUCTIONS - To view complete form instructions, Click the “Instructions” Tab.**

Note that 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.

Form | **Instructions** | Attachments

## Separation\_Request

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 (DNH = Do Not Hire)
  - ABN – Abandonment of Job - DNH
  - CTR – Contract Not Renewed - DNH
  - CEE - Contract End - Elig for Rehire
  - DEA – Death
  - END – End of Assignment
  - FBW – Failed to Begin Work - DNH
  - INV – Involuntary Separation - DNH
  - RED - Reduction in Force
  - RES – Resignation
  - RET – Retirement
  - RIT – Retired in Lieu of Term - DNH
  - RJJ- Reject Initial Probation-DNH
  - RJO- Reject Other Probation-DNH
  - RIN – Resigned Improper Notice - DNH
  - RLS – Resigned in Lieu of Term - DNH
  - TSA – Transfer to State

**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 Submit

Voluntary Separations will be routed directly to Employee Services Analyst for processing. Involuntary Separations require approval and will be routed to the Employee Relations Officer.

1. **Approved - Involuntary Separations** – Managers will receive notification when the Involuntary Separation has been approved by the Employee Relations Officer. Once approved:
  - a. Communicate the separation to the Employee.
  - b. Update the Separation Request Form and submit to remove the employee from payroll.
2. **Denied - Involuntary Separations** – Managers will receive notification when the Involuntary Separation has been denied and the reason for the denial.
  - a. Provide additional information requested on the Separation Request Form.
  - b. Resubmit for review and approval.

Form | Instructions | Attachments

## SUBMITTING A SEPARATION REQUEST

Form | Instructions | Attachments

Separation\_Request

\*Subject

Status Initial

\*Employee ID

\*Employee Name

\*Effective Date of Separation

\*Action

\*Reason

More Information

Form | Instructions | Attachments

After reviewing the “Instructions”:

5. Enter Employee ID or click the search icon to find the Employee ID Number.
6. Hit the TAB button on the keyboard. The Employee Name will auto populate along with the Subject Line.
7. Enter the “Effective Date of Separation” – This is **one** day after the employee’s last day of pay.
8. Select the “Action” that applies (Retirement or Separation).
9. Carefully select the “Reason” for the Separation.
10. More Information - Provide any necessary details in this area.
11. Click “Save”.

Form | Instructions | Attachments

Separation\_Request

\*Subject

Status Initial

\*Employee ID

\*Employee Name

\*Effective Date of Separation

\*Action

\*Reason

More Information

Form | Instructions | Attachments

# SUBMITTING A SEPARATION REQUEST

Seq Nbr 37052

Separation\_Request

\*Subject [REDACTED] - SEPREQ

Status Initial

Preview Approval Submit

Form | Instructions | Attachments

Seq Nbr 37052

Separation\_Request

\*Subject [REDACTED] - SEPREQ

Description	Attached File	Open
1		Open

*Description	Attached File	Attach	Open
1		Attach	Open

File Attachment

Choose File No file chosen

Upload Cancel

Form | Instructions | Attachments

Seq Nbr 37052

Separation\_Request

\*Subject [REDACTED] - SEPREQ

Description	Attached File	Open
1		Open

*Description	Attached File	Attach	Open
1 TESTING_DOCUMENT.docx	TESTING_DOCUMENT.docx	Attach	Open

Form | Instructions | Attachments

- Upon clicking the “Save” button, the top of the Separation Request will show a Sequence Number, a “Preview Approval” button and “Submit” button.
- The “Preview Approval” will show you the approval path for the probation form.
- “Submit” will submit the separation form for Approval.**
12. Before submitting for approval, you must click the Attachments tab to attach supporting documentation (Resignation or Termination Letter).
  13. Click “Attach” to open the File Attachment box.
  14. Click “Choose File” to search your computer for the file you saved for the probation report (Save as a PDF).
  15. When you have located the file, double click on the file name to attach it.
  16. Click “Upload” to upload the PDF document to the probation form.
  17. Click the “Form” tab to return to the main page.

# SUBMITTING A SEPARATION REQUEST

You should now be back on the Probation Report page.

18. Click "Submit" to send for approval.

19. Upon submitting, you will see that the report is pending approval, and who it is routing to for approval.

The screenshot shows the 'Separation\_Request' form. At the top, there are tabs for 'Form', 'Instructions', and 'Attachments'. The form includes fields for 'Seq Nbr' (37052), 'Subject' (SEPREQ), 'Status' (Initial), 'Employee ID', 'Employee Name', and 'Effective Date of Separation' (03/17/2023). There are dropdown menus for '\*Action' (Separation) and '\*Reason' (Resignation). A 'Submit' button is highlighted with a red box. Below the form is a 'More Information' section with a text area containing 'test' and a 'Save' button. At the bottom, there are 'Form | Instructions | Attachments' links.

The screenshot shows the 'Review/Edit Approvers' page for 'Separation\_Request: 37052:Pending'. The page title is 'Separation\_Request' and the subject is 'Subject 1 - SEPREQ'. The main content area shows a list of reviewers for the 'Termination Request Form'. The first reviewer is 'Self Approved' by Scott Poyer, Admin Official, on 03/17/23 at 9:06 AM. Other reviewers include Scott Poyer, Mary Katharine Fowler, Scott Poyer, Gail Coleman-Terry, Christin Michaud, and Gail Coleman-Terry. A 'Pending' status is shown for 'Multiple Approvers' by Employee Services Analyst. A red box highlights the 'Pending' status. Below the reviewers is a 'Comments' section with a system message: 'System at 03/17/23 - 9:06 AM Self Approved (18081,4050)'. An 'OK' button is at the bottom.