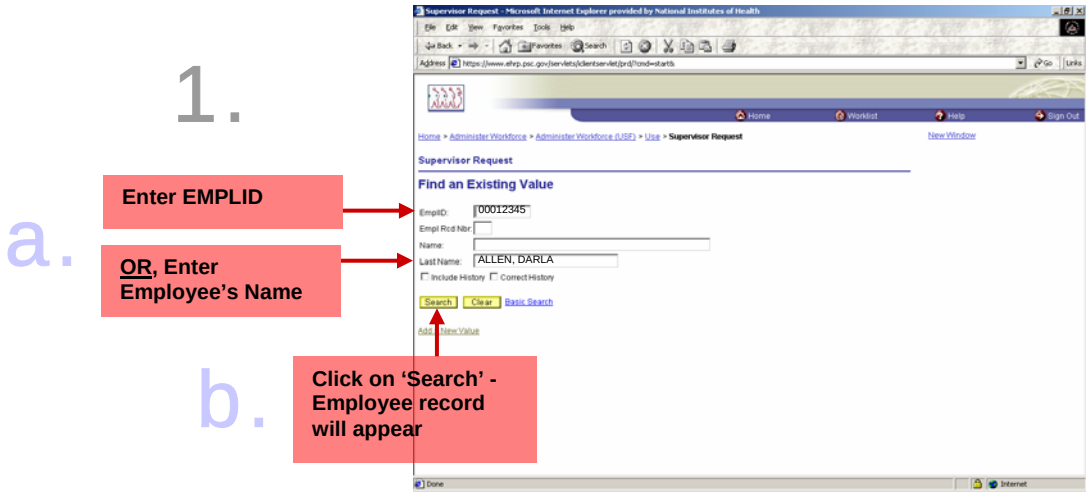
SEPARATIONS

Administrative / Management Office:
Initiating the Separations PAR

PLEASE NOTE: FOR RESIGNATIONS, A PAPER SF-52 WITH THE EMPLOYEE'S SIGNATURE IS STILL REQUIRED*

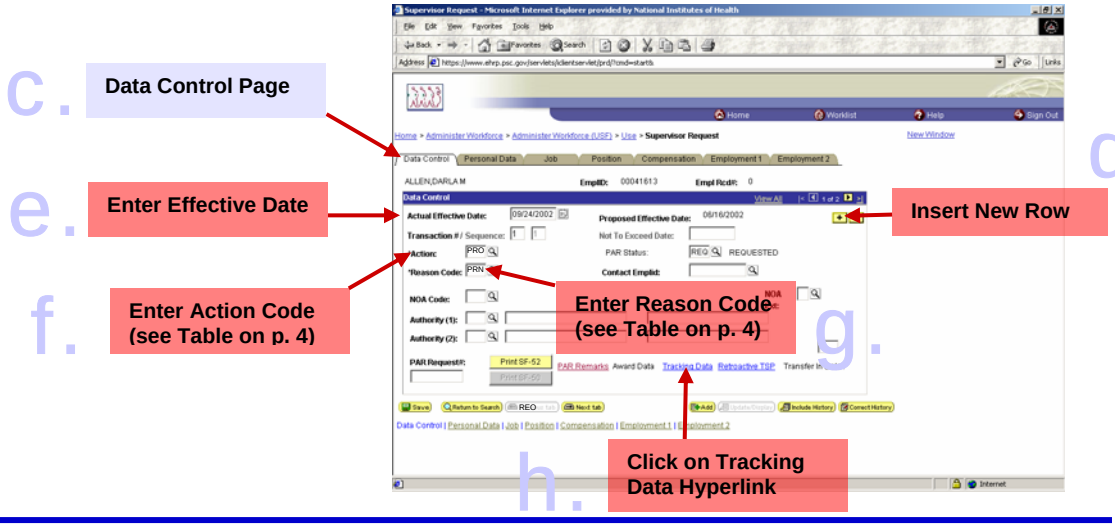
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee using Empl ID or Name
   b. Click 'Search'



   c. Make sure you are on the 'Data Control' page
   d. Insert a new row by clicking on the *plus (+)* sign
   e. Enter the Actual Effective Date
   f. Enter Action Code = See *Action / Reason Code Table (on pages 5 and 6) **
   g. Enter Reason Code = See *Action / Reason Code Table (on pages 5 and 6) **
   h. Go to the Tracking Data Hyperlink (at the bottom of the page)

   **Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



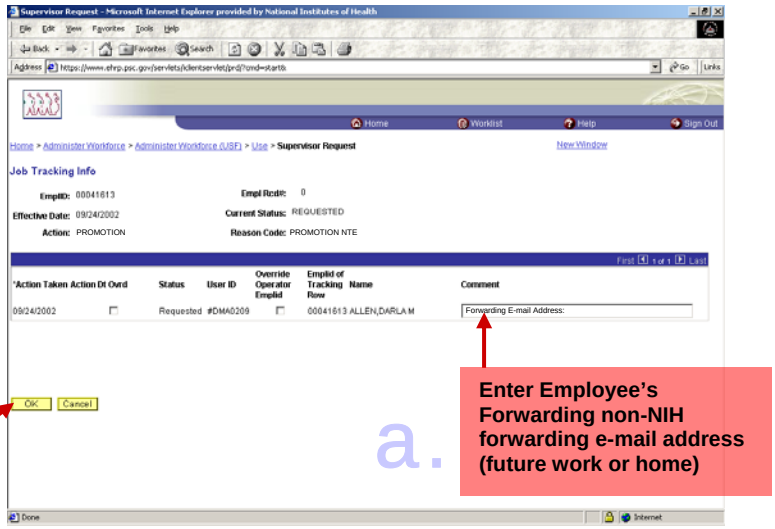
SEPARATIONS

2. On Tracking Data Page

a. In the Comment field, enter the employee's forwarding non-NIH forwarding e-mail address (future work or home)

b. Click 'OK' – This will return you to the Data Control page

2.

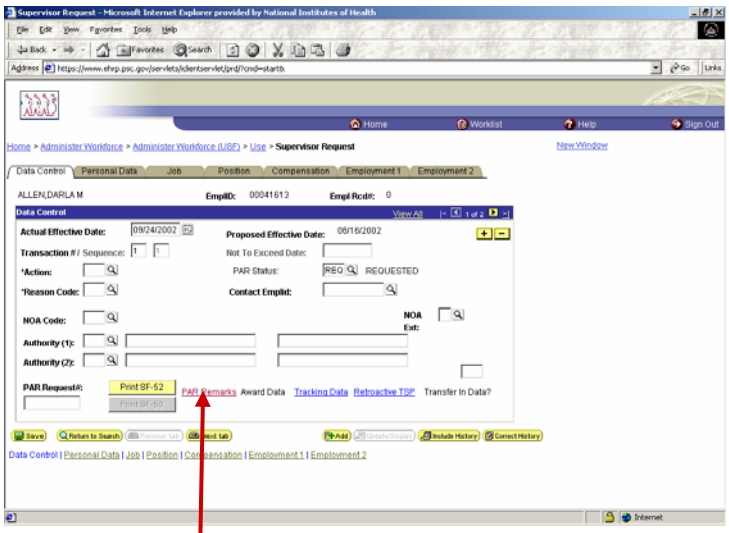


b. **Click 'OK'**

3. On the Data Control tab

a. Click on the PAR Remarks Hyperlink

3.

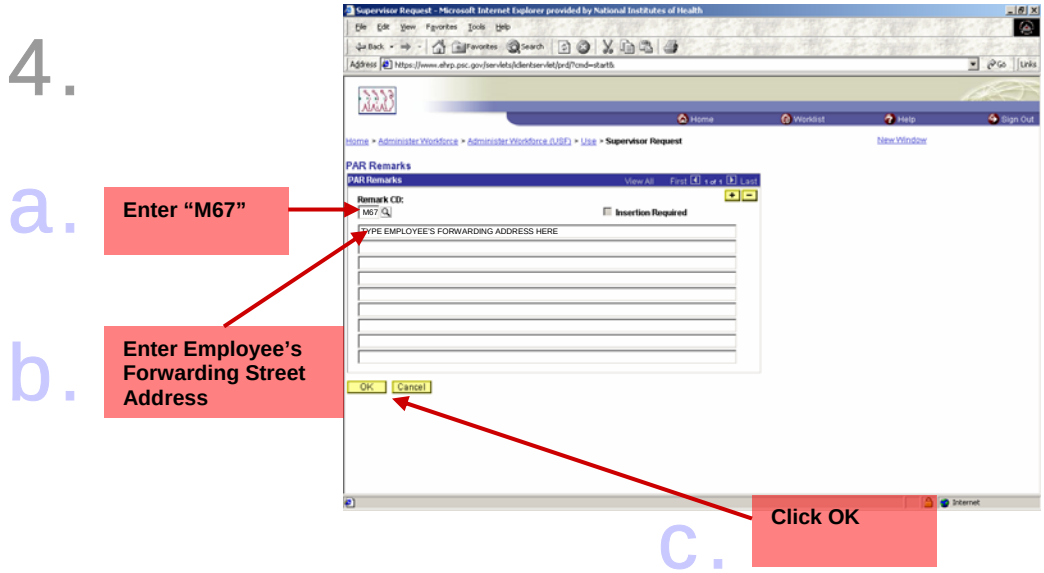


a. **Click on PAR Remarks Hyperlink**

SEPARATIONS

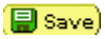
4. In the PAR Remarks Hyperlink

a. In the Remark CD field, enter "M67"
b. In the PAR Remarks section, enter the employee's forwarding street address
c. Click 'OK' – This will return you to the Data Control page

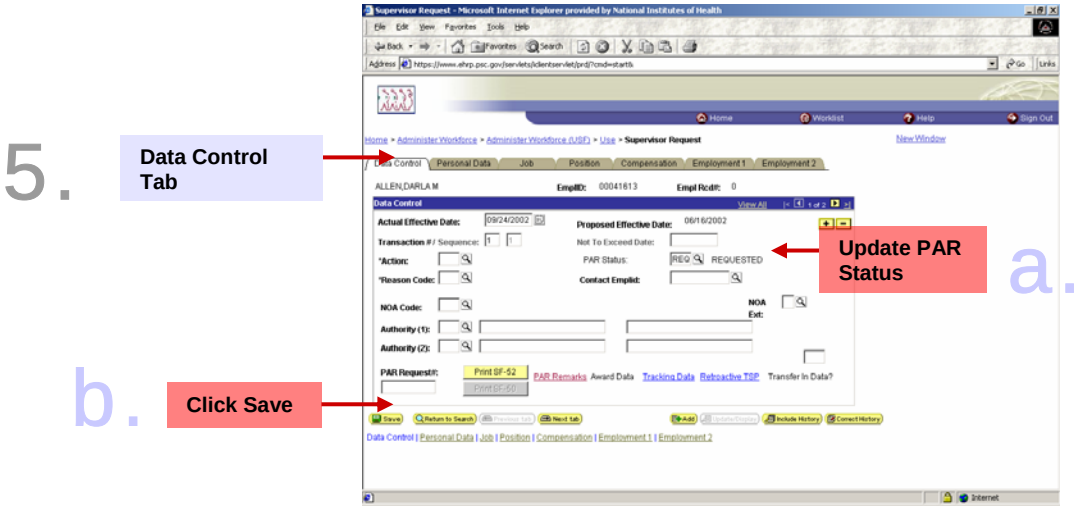


5. Back on the Data Control tab

a. Update the PAR Status
b. Click 'SAVE'



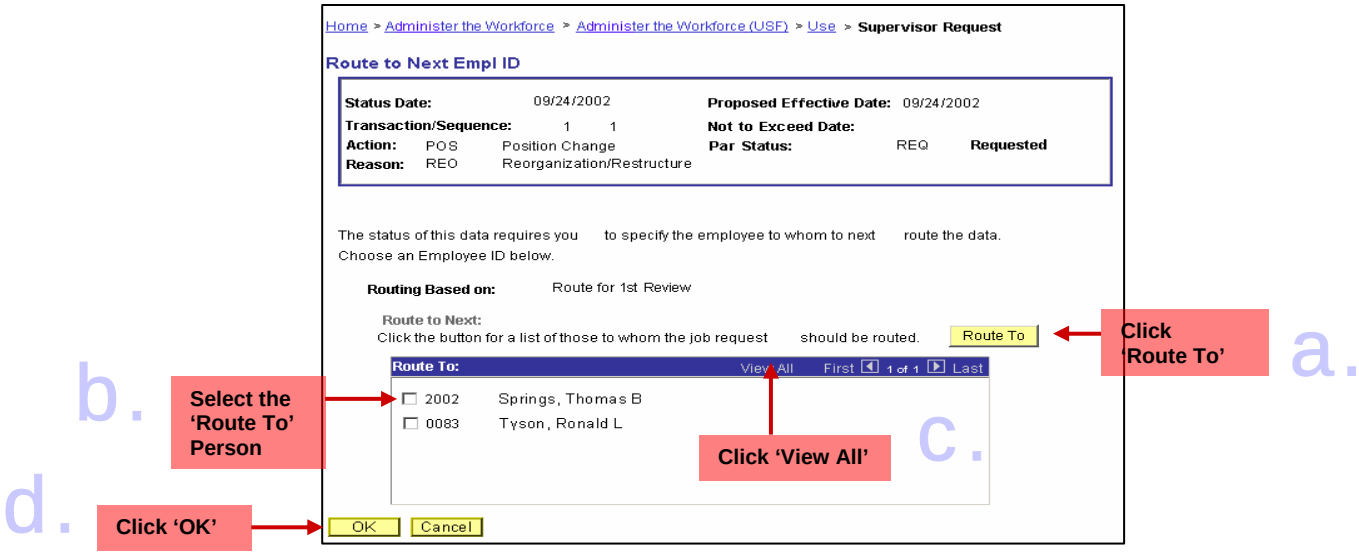
This will take you to the 'Route To' page



SEPARATIONS

6. On the Route To page

a. Click on 'Route To' button
b. Select the 'Route To' person
c. If all the names are not there, Click 'View All' to see additional names
d. Click 'OK'



SEPARATIONS

Action / Reason Code Table for Separation Actions

Action Code	Action Description	Reason Code	Reason Description
TER	Termination	**ATC**	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons

SEPARATIONS

Action Code	Action Description	Reason Code	Reason Description
		POL	Dissatisfied w/Comp. Policies
TER *cont'd.*	Termination *cont'd*	**PPO**	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps
		PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
RET	Retirement	**RET**	Retirement