

## Separation Procedures for Temporary Faculty, Coaches, Librarians, Teaching Associates, Graduate Assistants, and ISA

Departments are responsible for ensuring that employees are separated when they are no longer entitled to pay. Academic Appointment Change forms are the document used to report separations for academic related employees to the Payroll Office. Appointment expiration dates and classification are key factors when determining the appropriate time to submit separation forms for Faculty, Coaches, Teaching Associates, Graduate Assistants, and ISA classifications.

Graduate Assistants: Although separation forms are not required between appointments when there is no break in service, they are required whenever there is a break in pay continuity. In other words, no separation form is required when a fall-only appointee is reappointed to the same position number in the subsequent spring semester. Separation forms are required for individuals not rehired in the spring or at the end of the academic year.

Academic-year (AY) classifications: A temporary AY employee is entitled to pay beyond his/her appointment expiration date. These payments are referred to as settlement or residual pay. Unless Payroll is directed by a department, an AY employee (class 2358, 2354) remains in pay status until his/her final pay is issued. Although separation forms are not required between appointments when there is no break in service, they are required whenever there is a break in pay continuity. No separation form is required when a fall-only appointee is reappointed to the same position number in the subsequent spring semester. Also, no separation form is required when an academic year employee is being reappointed to the same position in the next academic year. A separation document is required for a spring-only appointee, because he/she is not entitled to an August paycheck and cannot be reappointed to an AY position until September.

Early Lump-sums: Departments intending to lump-sum temporary AY faculty at the end of the academic year may do so by indicating “Lump-sum xx/xx (e.g. 03/04) fiscal year” on a separating Academic Appointment Change form. Employees with benefits and/or other voluntary deductions should not be lump-summed without their approval. Departments should contact employees who are being considered for “early lump-sum”. Employees considering this option should be directed to the Payroll Office to ensure they are fully aware of any consequences.

Instructional Student Assistants: Currently ISA classifications are appointed for an academic term –(one semester) on an AAF. ISA employees are separated at the end of each term using an ACF, even if reappointing the following semester.

### TIMING GUIDE FOR AY SEPARATION FORMS

**Submit ACF  
to Payroll  
No Later Than  
Feb 10\***

**Type/Appointment Expiration Date**

Fall-only appointments ending in December; not reappointed in spring. If an individual is separated all of their voluntary deductions stop (e.g., health benefits), therefore, do not submit separation documents unless you are sure an individual will not be reappointed.

July 10

Spring-only appointments ending in May

Sept 10

Full-year appointments that ended in May and fall-only appointees that were reappointed in spring

June 1

Early lump-sum separations