

Memo

To: Hiring Managers
From: Human Resources
Date: 09/04/2009
Re: Separation of Employees

At this time, HR would like to remind Hiring Managers that any time an employee no longer works for your respective departments or for the College itself, the department must submit a Separation PAF. This is necessary for all employees, both full-time and part-time, staff or faculty.

The Separation PAF can be located on the HR forms page at: <http://www.slcc.edu/hr/forms.aspx>.

If you have any questions, please contact Senerita Auvaa at extension 4213. If you have specific questions regarding adjunct faculty contact James Broadbent at extension 4672.