

**KANSAS STATE UNIVERSITY
CHANGE OR SEPARATION FORM (excludes hourly students)**

CURRENT INFORMATION:

EMPLOYEE NAME: _____ <small>(first,middle,last,suffix)</small>			
DEPARTMENT ID	DEPARTMENT NAME	EMPLOYEE ID	RCD #
EFFECTIVE DATE:	POSITION NO.:	9-MONTH	
		12-MONTH	
CLASSIFIED	UNCLASSIFIED	GRADUATE STUDENT	
JOB CODE:	JOB TITLE:		

HOME ADDRESS CHANGE: (Address where paycheck, W-2's, etc. are sent.)

ADDRESS 1:	ADDRESS 2:	
CITY:	COUNTY:	ZIP CODE:
STATE:	HOME PHONE:	

Withhold Home Address/Phone in Campus Phone Book? Yes No

DEPARTMENTS MAY UPDATE ADDRESSES IN HRIS DURING THE SECOND WEEK OF EACH PAY PERIOD.

CHANGE: (Select Type of Action and Enter Correct Information)

Name (attach copy of Social Security Card): _____							
Personal Change:	Citizenship						
	Military Status						
Pay Rate Change (Bi-Weekly):	Reason:			From:		To:	
Pay Rate Change (Hourly):	Reason:			From:		To:	
Preferred Name:							
Return From Leave:							
Reappointment (for temporary classified & unclassified) – End of Appointment Date:							
FTE Change:	From:		To:		Benefit Program:		
Other – Explain:							

SEPARATION: (Select Appropriate Action)

Resign – Other (RS0)	End of Temporary Appointment (ETM) - no benefits
Resign – Family Reasons (RS1)	End of Term Appointment (ELT) - benefits
Resign – Job Abandonment (RS2)	Retirement (RET) (REG)
Resign – Health Reasons (RS3)	Retirement – <i>Voluntary Retirement Incentive (VRE) - for classified</i>
Resign – Personal Reasons (RS4)	Death (DEA)
Resign – Other Position (RS5)	Layoff
Resign – Mutual Consent (RS6)	Separation to New Agency (indicate new agency)
Resign – Return to School (RS7)	Leave of Absence – for more than 30 days
Resign – Dissatisfied w/Work (RS8)	Dismissal – Personal Conduct (CON)
Resign – Dissatisfied w/Pay (RS9)	Dismissal – Unsatisfactory Work Performance (UNS)

Additional Comments: _____

EMPLOYEE SIGNATURE _____

DATE _____

SIGNATURE(S) OF UNIT OR DEPARTMENT HEAD, DEAN, AND/OR VICE PRESIDENT _____

DATE _____