1. After you have logged into your CUNYfirst account, select HR/Campus Solutions on the left side Enterprise Menu.

2. You will get a popup window with more options.

3. Click on Manager Self Service.

4. Click on Job and Personal Information.

5. Click on Employee Separation Request. Note: If you have multiple job titles, you will have to select the current Job Title where you have others reporting to you and click Continue.

Enter the Effective Date

Enter the effective date for this separation request. This date will be taken as the termination date for the employee. You will be able to process only those employees that report to you as of this date. As Of: 09/23/2013

Select Your Job

Currently, you hold multiple positions - Please select the position that you'd like to work with. The position you select here will determine the employees that you can process on the next pages.

Select Job Title

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Supervisor Name</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Technology Training Mgr</td>
<td>Information Technology Service</td>
<td>Alyssa Frome Zulli</td>
<td>CUNY State</td>
</tr>
<tr>
<td>Continuing Ed Teacher</td>
<td>Center, Adult Learning</td>
<td>Lorraine Gallucci</td>
<td>CUNY State</td>
</tr>
</tbody>
</table>

Continue
6. The following page lists everyone under you, their Empl ID, pay status, position, Job Code, title, and department

7. To select an employee for the separation request, select the radio button next to the name and click **Continue**
8. On the Separation Details page, select the Type of Request
9. Enter the appropriate Effective Date
10. Add Comments or a reason for your separation request.
11. Review your information and then click Submit

   Note: All Separation requests will require a PAF paper submission to HR

12. The separation request will then be routed to the employee’s supervisor for approval, once approved, it will then be routed to HR for final approval