

**St. Cloud State University  
PERSONNEL ACTION PROCESSING FORM**



**Form Instructions:**

The Department chairperson/Supervisor shall complete this form, ensure required documents are attached, and route (electronically) for recommendation signatures. Required documents are identified below:

- *Retirement:* Attach retirement letter from employee indicating effective date of retirement.
- *Phased/AEP Retirement:* Attach retirement request from employee to the President. The letter is to include the effective date of retirement, the requested length of the phased retirement, and proposed workload for the phased period.
- *Resignation:* Attach resignation letter from employee. The letter is to include the effective date of resignation.
- *Chairperson election:* Attach a letter indicating the department's nominee for chairperson. The letter is to confirm Article 20 compliance.
- *Leave of Absence:* Attach letter from employee requesting a leave of absence. The letter is to include the dates of leave and the purpose of the leave.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE DEPARTMENT:** \_\_\_\_\_

**PERSONNEL ACTION REQUESTED:** \_\_\_\_\_

- |                  |                         |             |
|------------------|-------------------------|-------------|
| Retirement       | Phased/AEP Retirement   | Resignation |
| Leave of Absence | Election of Chairperson | Other:      |

*HR signature is not required for chairperson forms*

REQUEST OVERVIEW	SIGNATURE/DATE
	_____ Department Chair/Supervisor (signature)      _____ Date

RECOMMENDATION	SIGNATURE/DATE	COMMENTS
Recommend Not Recommend	_____ Dean/Supervisor (signature)      _____ Date	
Recommend Not Recommend	_____ Vice President/Division Leader (signature)      _____ Date	
Recommend Not Recommend	_____ Human Resources (signature)      _____ Date	

DECISION	SIGNATURE/DATE	COMMENTS
Request Accepted/ Approved		
Request Denied	_____ President (signature)      _____ Date	

After receiving appropriate signatures, the form will be routed to Human Resources for processing.