



St. Cloud State University

UNCLASSIFIED PERSONNEL ACTION PROCESSING

Revised 9/9/25

Employee Information		
Name	Employee ID	Position Title
Barg Unit		
220 Admin	211 MSUAASF	209 IFO

Personnel Action Requested		
* Review policies if employee is separating 1) Employee Separation 2) Assigned Space		
General Retirement	Phased/AEP Retirement	Election of Chairperson HR signature is not required
Retirement Date	Start Date End Date	Name of Chair Person Term
Leave of Absence	Resignation	Additional/ Other Comments
Type of Leave Recommend Do Not Recommend Start Date End Date	Last day of work	

Reviewed & Approved	
Signature	Date
Department Chair	
Dean/Supervisor	
Vice President/Division Leader	
Human Resources	

Final Decision (if applicable)	
Signature	Date
President	

Honorarium/Additional Duties (MSUAASF)	
Please provide additional Honorarium information in Additional/Other Comments box	
Additional Duties Article 12, Section I, Subd 1 Amount Requested Cost Center	Start Date End Date
Honorarium Article 12, Section I, Subd 4 Amount Requested Cost Center	Start Date End Date

Form Instructions

- Policies required to review for anyone separating from employment**
 - [Employee Separation](#)
 - [Assigned Space](#)
- Retirement:** Attach retirement letter from employee indicating effective date of retirement
- Phased/AEP Retirement:** Attach retirement request from employee to the President. The letter should include effective date of retirement, the requested length of retirement and proposed workload for the phased/AEP period.
- Resignation:** Attach resignation notice from employee.
- Chairperson election:** Attach a letter indicating the dept's nominee for chairperson. The letter is to confirm Article 20 compliance
- Leave of Absence:** Attach letter from employee requesting LOA. Letter should include the purpose of leave and dates.