

COMPLETING ONLINE TERMINATION/RESIGNATION FORM

1. Please note: if employee is being released/terminated, the Executive Director of Human Resources **must be notified first** before a termination/resignation form is completed. A copy of the termination letter will then be provided by the Executive Director of HR.
2. Scan/download *signed* resignation/retirement/termination letter so that you can upload it in Step 6 below
3. In AppliTrack, click on "Forms"
4. Click on "Fill Out a New Form"
5. Under Miscellaneous Forms, click box next to "Termination/Resignation Form" and then click on "Continue with Selected Forms" on bottom right corner
6. Complete all fields in the form
7. Upload resignation/retirement letter (which must be signed) by clicking on "Add a File" and choosing corresponding file name
8. Type your name in "Supervisor Signature" and then click on "Click to Digitally Sign"
9. Lastly, click on "Submit Form" on bottom right corner (this forwards the form to HR)