**Termination – Voluntary & Involuntary**

### Voluntary Termination

**BP Process**

Business Partner enters termination in HCM – Effective Date of action is the date after the last working day OR the last day they should be paid

Navigation: CU Resources > HCM Community Users > Non-Pay Actions > ePAR Separation > Add

### Involuntary Termination

#### BP Process

Business Partner enters termination in HCM

Choose appropriate Reason Code –

- **Cause** (Routes for approval)
- **Death** (Auto - Approves)
- **Disability Retirement** (Routes for approval)
- **ES – Other** (DO NOT USE)
- **End of Appointment** (Routes for approval)
- **Exhaustion of Leave** (Routes for approval)
- **Job Abandonment** (Routes for approval)
- **Layoff** (Routes for approval)
- **Not Eligible for Rehire** (Routes for approval)
- **Other – Comment Required** (Routes for approval)
- **ProbationaryRej-Classified** (Routes for approval)
- **Resignation** (Auto – Approves)
- **Retirement** (Auto – Approves)

University Staff and Faculty – Involuntary Termination must be submitted on a [Personnel Matters Report (PMR)](javascript:window.open('https://pmr.cu.edu/'))

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#### EPD Reviews & Approves

Actions will be reviewed and approved by the Employee Performance and Development team.

Please work with your EPD consultant to understand what documentation is needed for approval based on type of leave.

**Key:**

- **NPP** – Non-Person Profile
- **BP** – Business Partner (person initiating action)
- **HCM** – Human Capital Management
- **EPD** – Employee Performance & Development
- **MOU** – Memorandum of Understanding
- **S/C/D** – School/College/Department
- **FML** – Family Medical Leave