



## UNEMPLOYMENT SEPARATION FORM WORK INSTRUCTIONS (HUM-W004)

The online version of this work instruction is official. Therefore, all printed versions of this document are

### 1.0 WORK INSTRUCTION:

- 1.1 Receive separation request response form via mail/email from TN Dept. of Labor and Workforce.
- 1.2 Review CMCSS employee personnel file using Docuphase.
- 1.3 Complete form using personnel file in Docuphase and MUNIS information and/or contacting employee's supervisor at time of separation.
- 1.4 The completed form maybe faxed, mailed, or submitted online to TN Dept. of Labor and Workforce Development, Division of Employment Security Claims Center.
- 1.5 Provide file copy of completed form for inclusion in Personnel File using Docuphase.
- 1.6 Create an employee electronic file placing claim and/or associated documents under unemployment in the General Counsel shared folder.
- 1.7 Add employee name, position and date the claim was filed on the Unemployment Tracking spreadsheet in the General Counsel shared folder.

### 2.0 ASSOCIATED DOCUMENTS:

- 2.1 Separation Request Form LB-0489 (Rev. 06-15)
- 2.2 Personnel File

### 3.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel Files will be electronic and/or physical records	Electronic or HR Department	Indefinitely	Permanent	Backup on Server and/or Locked Office/Building

### 4.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/28/09		Initial Release
2/17/14	A	Remove unnecessary information for format; update logo; change to Fax or submit online; Added document control information for external document LB-0489 Separation Request
2/8/17	B	Added MUNIS to 1.3, added mail to 1.4, updated 2.1 revision date.
12/8/17	C	1.4, added "the completed form may be" to beginning of the sentence.
11/1/18	D	1.2, replaced "pull" with "review". 1.5 updated verbiage to "Provide file copy of completed form for inclusion in Personnel File."
5/26/20	E	Added references to Docuphase. Added 1.6.
3/10/23	F	Added the step to create an electronic file in 1.6.

\*\*\* End of Instruction \*\*\*