

## Electronic Separation Process

### Administrative Coordinator/Dept Representative

1. Log into Footprints system
  - a. num01main/footprints
  - b. Select "Human Resources" workspace
  - c. Select "New Process"
2. In subject line enter "Division\*, Location code, Last Name, First Name, CNM ID number, Separation Date "
3. In contact information, select "Select Contact" select your name. Fields will auto-populate
4. In employees information tab, enter information for separating employee
  - a. Type
  - b. Last Name
  - c. First Name
  - d. Separation code, etc
5. If separating employee is a timesheet approver, enter the new approver's information in the proper field. In the description tab upload or list the individuals that the new approver will approve. If the separating is not an approver, enter **N/A** in the description field.
  - a. You can also upload the resignation letter here.
6. Hit "save"

\*SS for Student Services, AA for Academic Affairs, FO for Finance and Operations

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**HR will process as "work in process within 30 days of the last day on campus"**

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**Note: Admin coordinators will be responsible for obtaining the following from separating employee:**

- **Picture ID Card**
- **Keys**
- **Parking passes**
- **Any CNM property that will need to be returned**