PAYMASTER'S RESIGNATION PROTOCOL
CLASSIFIED EMPLOYEES

AURARIA HIGHER EDUCATION CENTER™

Please follow these steps to begin the resignation process. Upon notification of resignation, preferably with a two-week notice, call Nicole Yanez at **303-556-2213** to begin the replacement selection process. Complete the following forms to submit to Human Resources using distribution group "PPAF Perms":

- ☐ Submit a Separation PPAF using the effective date as the last day of employment.
- ☐ Submit an Official Classified Letter of Resignation Form completed by the employee. Here is the link to obtain the form: **www.ahec.edu/files/general/Resignation_Letter_Classified.pdf**.
- ☐ Submit an estimated timesheet for the month of separation in Microix.

Once the annual payout is calculated, payroll will submit the calculations to the Benefits Coordinator to present to the employee during their exit interview, which she will set up. If the Separation is a retirement, there will be an annual and sick payout.

- ☐ Submit a Service Request Form to finalize separation to IT. Email it to **servicerequest@ahec.edu**. A link to this form is: **www.ahec.edu/files/general/New_Hire_or_Separation_Services_Request_rev_14_rdr.pdf**.