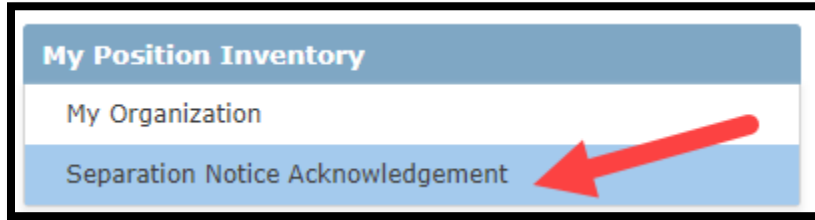


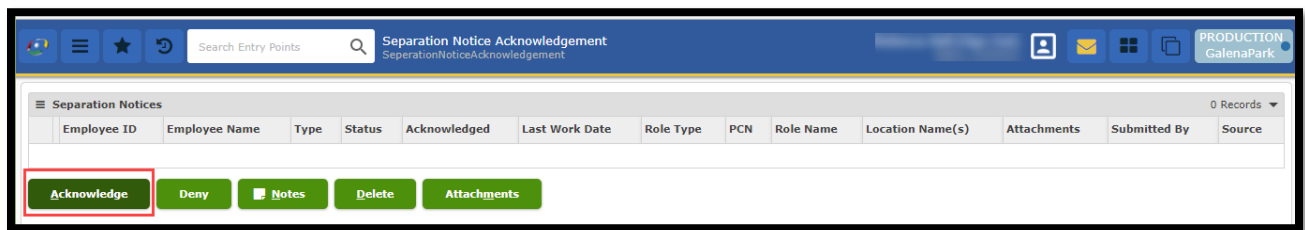
TEAMS: Supervisor Acknowledgement Process Separation Notice Acknowledgement

Principals/Directors

Separation Notice Acknowledgements



Your entry point will be “Separation Notice Acknowledgement”



When you receive a new resignation, you will see the employee’s name and position information on this screen. All you have to do is **highlight** the employee’s name and click the “Acknowledge” button.