

# Submitting a Temporary Employee Separation

**Contact us:**

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**Separation Requests and Notifications are now Required by Law (N.C.G.S. § 126-6.3(a4)).**

Cabinet and Council of State agencies are now required to notify Temporary Solutions when any temporary employee separates due to the 11-month limit. This document provides a detailed explanation of how and when to submit a temporary employees separation.

Important Information for Processing a separation:

**1. Verify Time Entries:**

- Ensure all previous time is entered, released, and approved by the supervisor or time approver.

**2. Submit Separation Request:**

- Submit a job order through the [NC OSHR: Job Order Portal](#).
- This communication must be submitted to Temporary Solutions before the temporary exceeds their 11-month limit, or before their exception to the 11-month requirement expires.
- Temporary Solutions recommends that agencies submit separation requests the week of the employees last day worked.

**3. Agencies will need to provide the following information in order to process a separation via the separation portal.**

- Employment Method – Temporary Solutions or Direct hire
- Employee ID
- Employee Full Name (No Nickname)
- Supervisor Full Name
- Supervisor Email
- Submitters Full Name
- Submitters Email
- Last day worked (Last Time Entry)
- Reason for leaving

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