



EMPLOYEE SEPARATION & TRANSFER ADMINISTRATION

Revised August 2025

Effective August 11, 2025

All hiring managers should currently be using the ESA submittal process. If you are submitting physical paperwork or the old PDF form, you are out of compliance.

The current ESA process in Banner Workflow is being replaced by a new process in Dynamic Forms. On Monday, August 11, the Banner Workflow process will be disabled and all ESAs from that point will need to be submitted using the Dynamic Forms process. The instructions for accessing the new Employee Separation & Transfer Administration form are attached.

Immediately after completing the ESA through Dynamic Forms, please process the separation through People Admin.

Thank you.
Human Resources



How to Submit Termination or Transfer using Dynamic Forms

The supervisor of the employee being transferred or terminated should submit the **Employee Separation Administration notice** within **Dynamic Forms**. You must be logged into Dynamic Forms to fill out this form.

PURPOSE: This notice goes to various offices to disable access to Banner, keyless entry, long distance codes, email, etc.

NOTE: Submitter information will be auto-populated on the form (t-number, first name, last name).

INSTRUCTIONS:

1. Visit Employee Separation Form: www.tnstate.edu/esa (login with TSU login & password)
2. Enter **Employee's T-number**. (NOTE: first name, last name, and username will be auto-populated after t-number is entered.)
3. Select **Reason** employee is separating from department.
If **Transfer** is selected, then Transfer Date and New Dept/Agency fields will appear and must be entered.
4. Select the **Last Day Physically at Work** and **Effective Date of Separation** (required).
Effective Disable Date of Access is optional.
Reason for Extension is optional comment box.
5. Enter **Supervisor T-number** (NOTE: First name and Last name will auto-populate)
6. Click Next
7. Electronically sign Form and Submit

Once submitted this will send an email to esa@tnstate.edu with the information related to the employee separation.

As the submitter you will receive an email confirmation of receipt of your submitted form.