

# Separation

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## Overview

In alignment with our company's mission and values, we will treat all associates with respect, openness, honesty, and fairness. All separation requests must:

- Use ExpressHR.
- Comply with all state and local laws.



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## Procedures

**\*For Hourly Associates make time and attendance system adjustments and determine last day worked <INSERT DIVISION CRITERIA HERE> as needed before Step 2**

1. For Salary determine if the associate being separated is a manager with direct reports:
  - a. If the associate being separated is not a manager with direct reports, continue to Step 2.
  - b. If the associate being separated is a Manager with Direct Reports and has a Proxy:
    - Determine who the Direct Reports will be moved to. Once the Direct Reports are moved the new Manager, they will need to Add a Proxy if applicable.

**Note:** The Proxy will no longer exist once the Separation event is complete.
2. Initiate the Separation event.
  - a. Select the Organization Reporter link under Manage Your Associates.
  - b. Select the associate from the Headcount-Direct Reports list.
  - c. Select the Separation link under Manage Your Associates.
3. Complete the fields on the Separation Reason screen.
  - a. Select ONE Reason Code for separation:
    - **Leave of Absence** – A temporary employment leave from the Company.
      1. 05 Failure to Return From LOA other than MLA
    - **Retirement** – All retirement qualifications are met and the associate chooses to retire with benefits.
      1. 59 Retired, Normal with Benefits
      2. 67 Retire, Trusteed Plan
      3. 33 Retired, Deferred Receiving Benefits
    - **Layoff** – A temporary/permanent unemployment status with the Company.
      1. 54 Layoff Lack of Work
      2. 32 Layoff Exceeds Contractual Limits
    - **Special Separation** - A unique reason for the separation that is other than involuntary, leave of absence, layoff, retirement, or voluntary.
      1. 26 Special Separation
      2. 02 Deceased
      3. 31 Resigned, Elected Severance Pay in Lieu of Transfer, Demotion or Layoff
      4. 08 Ill Health
      5. 55 Physical Inability
  - b. Based on the selection of Voluntary or Involuntary Reason Code, choose one of the following from the Reason Code list.
    - **Voluntary** - When the associate leaves the Company on his/her own accord.
      - 16 Quit W/O Notice
      - 01 Quit for Another Job

- 14 No Reason Given
  - 27 To Return to School
  - 07 Family Leaving City
  - 03 Disliked Type of Work
  - 25 To Remain at Home
  - 20 Resigned Conflict of Hours
  - 04 Dissatisfied with Amount of Pay
  - 24 Too Far From Home or Transportation Difficulties
  - 29 Work Too Difficult
  - 10 Inability to Get Along with Supervisor or Other Employees
  - 12 Length of Hour
  - 11 Lack of Adjustment
  - 37 Never Worked
  - 17 Refuse to Transfer to Another Location
  - 23 To Go Into Business for Self
  - 39 Failure to Provide Employment Documentation
  - 18 Requested Part Time Work
  - **Involuntary** - When the associate is separated unwillingly from the Company.
    - 09 Imprisonment
    - 68 Terminated During Probationary Period
    - 65 Discharged Violation of Rules
    - 46 Discharged Excessive Absenteeism
    - 43 Discharged Proven/Confessed Dishonesty
    - 48 Discharged Falsifying Records
    - 70 Failed Drug Screen
    - 63 Discharged Unsatisfactory Quality of Work
    - 50 Discharged Insubordinate
    - 45 End of Temporary Job
    - 52 Discharged Job Eliminated
    - 60 Serious Deviation of Accepted Social Behavior
    - 42 Discharged Discourtesy to Customers
    - 53 Discharged Mishandling of Company Funds
    - 73 Failed Background Check
    - 64 Discharged Unsatisfactory Quantity of Work
    - 44 Discharged Drunkenness
    - 69 Out of Service Pay Adjustment
    - 49 Forced Resignation or Refusal to Accept Demotion Because of Lack of Ability
    - 41 Discharged Charging Incorrect Prices
    - 47 Discharged Excessive Losses of Damages
    - 28 Unadjusted Grievances
    - 58 Refuse to Pay Union Dues
    - 51 Discharged Inventory Shortages
    - 61 Discharged Unsatisfactory Accident Report
    - 56 Discharged Poor Sales Volume
    - 62 Discharged Unsatisfactory Gross Profit
    - 71 Discharged Misfill RX
    - 57 Discharged Poor Store Conditions
    - 38 Job Abandonment
    - 77 Employment Verification not Authorized
    - 19 Resigned to Avoid Discharge for Cause
4. Complete the fields on the Separation Details screen.
- a. **Eligible for Rehire** – Whether an associate is restricted from be hired in the future.
- This field defaults to **Yes**
  - If the person is not eligible, select **No**
- < **INSERT DIVISION CRITERIA HERE** >

- b. **Separation Date** – For Hourly Associates, it is the last physical day the associate worked. For Salary follow your Division Policy for the company on Salary Associates.  
**Note:** For involuntary/voluntary separations, this event should be initiated for an associate as soon as the circumstance require.
5. Does the manager have direct reports?
- a. If **No**, proceed to Step 6.  
**Note:** The application will automatically bypass this step if there are no direct reports.
- b. If **Yes**, you will be prompted to select a new manager for the direct reports.
- Search and Select the associates' new manager by using one or more of the following fields then click Search when applicable:
    - **Manager with direct reports?** – This field defaults with the box checked that the associate's new manager has direct reports.
      1. If the associate's new manager does not have direct reports, uncheck the box.
    - **Enterprise User ID (EUID)** – Enter the EUID of the associate's new manager.
    - **First Name** – Enter the first name of the associate's new manager.
    - **Last Name** – Enter the last name of the associate's new manager.
    - **Division** – Enter the division of the associate's new manager.
    - **Location** – Enter the location of the associate's new manager.
    - **Department** – Enter the department of the associate's new manager.
    - **Position Title** – Enter the position title of the associate's new manager.
  - Confirm that the manager selected is correct and then click **Next**.
6. Confirm and Acknowledge the Separation information.
7. Track the status of the event using your Workbox link.  
**Note:** Associate will not have access to ExpressHR once the Separation event is complete.

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## Frequently Asked Questions

1. What are my responsibilities?
  - For Salary: Determine if the associate being separated is a manger with direct reports:
    - For all separations, determine who the Direct Reports will report to.
    - Follow your Division Policy for last day worked.
  - For Hourly: Check your Time and Attendance system for the last physical day worked.
  - Initiate, confirm, acknowledge and track the status of the Separation event.
2. How can I track the status of this event?
  - If the separation is for Hourly and Voluntary it will automatically approve and be in your Outbox Complete.
  - If the request is anything else for Hourly it will be in your Outbox Pending.
  - All Salary Separations and all Hourly other than Voluntary go for approval.
  - If the request is approved or rejected by an HRSSC or a Reviewer or if the event has expired, the request will be in your Outbox Complete.  
**Note:** If the event is rejected, a business-related reason is available in the **Comments** field.
3. When will my event expire?
  - Your event expires within 12 days if no one approves your request.
4. What happens if the event expires or is rejected?
  - If an event expires or is rejected by an HRSSC or Reviewer:
    - The event must be reinitiated (if applicable).
    - Follow up with the HRSSC and/or Reviewer at 1.800.952.8889 say Express HR or key 47#.

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## Reference

Please refer to the following for more details:

- Business Ethics Policy
- Corporate Values Statement
- Intellectual Property: Copyright, Trade, Patent Software Policy
- Kroger Enterprise Information Security Policy
- Kroger Information Security – Associate Responsibility Policy
- Media Relations Policy
- Protection of Confidential Information Policy
- Records Management and Retention Policy and Schedule
- Remote Access Security Policy



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## Definitions

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