

TERMINATION/ RETIREMENT FORM

Today's Date _____ Supervisor _____

Employee Name _____

ID Number _____

Date of Resignation/Retirement/Termination _____

Last Day Worked (if different from above date) _____

Employee Type

- Exempt
- Faculty
- Classified
- Temporary (University Aide/Technical Professional/Volunteer)

Reason for Separation

- Voluntary - Resignation
- Voluntary - Retirement
- Involuntary - End of contract
- Involuntary – Other termination reason

Procedure

1. Supervisor completes above form immediately upon notification of resignation, retirement, or when terminating an employee.
2. Supervisor faxes above form, Employee's Leave Record (if applicable), Resignation Letter (if applicable) to the Human Resources Department at 1-1386 immediately .
3. Employee makes appointment for exit interview prior to last day by calling 1-2718.
4. Untimely notification of termination may result in overpayment.