

## 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. If employee is exempt or faculty, notify your business manager so that he/she can submit a payroll data form to HR to terminate the employee's job.
4. Employee makes appointment for exit interview prior to last day by calling 1-2718.
5. Untimely notification of termination may result in overpayment.