

# NOTICE OF SEPARATION

<b>IDENTIFICATION</b>	
Date of Employment: _____	Name: _____
Date Terminated: <input style="width: 50px; height: 15px;" type="text"/> _____	Assignment No: _____
	Organization: _____
	Position No: _____ Job Title: _____

<b>REASON FOR SEPARATION</b> <b>(Employee initiated (voluntary))</b> <input type="checkbox"/> Deceased <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Fail to Return <input type="checkbox"/> Family Reason <input type="checkbox"/> Illness <input type="checkbox"/> Other Job <input type="checkbox"/> Personal	<input type="checkbox"/> Retirement <input type="checkbox"/> Returned to School <input type="checkbox"/> Spouse Relocated <input type="checkbox"/> Stay at Home <input type="checkbox"/> Without Cause <input type="checkbox"/> Other <b>Employer initiated (involuntary)</b> <input type="checkbox"/> Excess Absences <input type="checkbox"/> Exceeded LOA	<input type="checkbox"/> Mutual Agreement <input type="checkbox"/> Probationary <input type="checkbox"/> Reduction in Force <input type="checkbox"/> Rule/policy Violation <input type="checkbox"/> Summer Job Ended <input type="checkbox"/> Unsatisfactory Performance <input type="checkbox"/> At Will <input type="checkbox"/> Other <input type="checkbox"/> Gross Misconduct – HR approved
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<b>SYSTEM ACCESS ADMINISTRATION (for deactivation)</b>			
<input type="checkbox"/> Oracle	<input type="checkbox"/> Active Directory	<input type="checkbox"/> Outlook	<input type="checkbox"/> Building Access
<input type="checkbox"/> Mainframe	<input type="checkbox"/> Kronos	<input type="checkbox"/> Odyssey	<input type="checkbox"/> CLASS (CWR)
<input type="checkbox"/> JIS	<input type="checkbox"/> AIS	<input type="checkbox"/> Other _____	

Prepared By: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PROJECTED FINAL PAY (AUDITOR USE ONLY)</b>					
Date of Separation: _____	County Time	FLSA Comp Time	Vacation	Sick	Sick Pay Off
Accrual Balance at last earnings period	_____	_____	_____	_____	
Leave Used in current earnings period	_____	_____	_____	_____	
Accrual Balance due (excluding sick)	_____	_____	_____		
% Sick due _____	_____			_____	_____
Current Regular	_____				
Mileage/Tolls Parking	_____				
Differential Hours	_____				
2000 Advance Payback	_____				