

## EMPLOYEE INFORMATION

LAST NAME, FIRST NAME

EMPLOYEE ADP FILE #

DEPARTMENT #

## EMPLOYEE CLASSIFICATION

- FULL-TIME     PART-TIME REGULAR     STUDENT     PART-TIME TEMPORARY\*\*

*\*\*These are students who graduated and are classified as "temporary" for the duration of the 6-month grace period\*\*.*

## SEPARATION DETAILS

**Effective Date of Separation (Last day scheduled to work):** \_\_\_\_\_

### RESIGNATION

- Verbal Resignation – please attach written documentation describing when, how, and to whom the verbal resignation was given.
- Written Resignation – please attach written resignation documentation received.

### OTHER

- Employment Eligibility Expired.
- Dismissal/Discharge- requires HR Director approval prior to termination.
- 3 consecutive days of "no call, no show"- please attach background documentation.
- Retirement- please attach copies of written retirement notification.

### LAYOFF

- 6-Month grace period is ending.
- Position is eliminated.

### Rehire Eligibility *Would you rehire this employee?*

- Yes     No. Is there supporting documentation in their personnel file?     Yes     No

### Comments:

*I understand and certify that the foregoing personnel data is accurate and correct for this separation request as specified.*

Manager Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## HUMAN RESOURCES REPRESENTATIVE TO COMPLETE BELOW THIS LINE

SCHOOL/STAFF ID #: \_\_\_\_\_

ENTERED IN ADP BY: \_\_\_\_\_

DATE: \_\_\_\_\_