Termination/Retirement Form



Office of Human Resources & Risk Management

Last Day Worked	l: /
Department:	
Employee ID #	
on)	
,	
l since June 1st)	
,	
et to Payroll Office, Box 2458)	
ect One)	
nination information (For those with benefits,	and exit interview will be scheduled)
ppropriate Reason:	
	HR USE ONLY
End temp. employment	HR USE ONLY If Retirement, Select One
☐ End temp. employment ☐ Reorg-position eliminated	If Retirement, Select One
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent	
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment *	If Retirement, Select One Retired w/active beneftis *
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct *	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge*	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/_ Position number
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge* ☐ Unsatisfactory performance *	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge*	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/_ Position number
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge* ☐ Unsatisfactory performance * ☐ Falsification of Co. Records *	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/_ Position number eff date/_/_
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge* ☐ Unsatisfactory performance * ☐ Falsification of Co. Records * ☐ Violation of Co. Policy *	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/_ Position number eff date/_/_
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge* ☐ Unsatisfactory performance * ☐ Falsification of Co. Records * ☐ Violation of Co. Policy * On letter.	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date//_ Position number eff date//_ (*Call HR Office #6202)
☐ End temp. employment ☐ Reorg-position eliminated ☐ Mutual consent ☐ Job abandonment * ☐ Willful misconduct * ☐ Return to school ☐ Involuntary discharge* ☐ Unsatisfactory performance * ☐ Falsification of Co. Records * ☐ Violation of Co. Policy * On letter.	If Retirement, Select One Retired w/active beneftis * Retired w/beneftis * Retired, no benefits * Position number eff date/_/_ Position number eff date/_/_
	Employee ID # On) I since June 1st) et to Payroll Office, Box 2458) ect One) mination information (For those with benefits,