

## **Termination of Employment**

Separation:  In lieu of termination  Other  I agree that the above is the reason for this separation and that all information above is accurate.  Employee Signature  Supervisor/Administrator Signature  Date  VP for Human Resources  Date  To Be Completed by Human Resources  Vacation Hours Authorized  Final Payment due from  to  Employee basic information inactivated (PEAEMPL)  To be completed by Financial Services/Payroll  Calculation of Final Payroll: (Show calculations where applicable) Final Salary (Regular Bi-Weekly salary times %) Final Hourly (Hours X Regular Rate) Shift Differential Due Vacation Contract Balance due to Deductions for balances due college  Description of deduction:  Final payroll calculation completed by Signature of Payroll Specialist  Date	Effective Date of Termination Full-Time Part-Time Probationary Employee Work Study  Reason for Resigned Resigned Retired Laid Off Discharged Deceased Separation:  In lieu of termination Other  I agree that the above is the reason for this separation and that all information above is accurate.  Employee Signature Date  Supervisor/Administrator Signature Date  To Be Completed by Human Resources  Vacation Hours Authorized Final Payment due from to  Assignments Inactivated (NBAJOBS) Employee basic information inactivated (PEAEMPL)  To be completed by Financial Services/Payroll  Calculation of Final Payroll: (Show calculations where applicable) Final Salary (Regular Bi-Weekly salary times %) Final Hourly (Hours X Regular Rate) Shift Differential Due Vacation Contract Balance due to Deductions for balances due college Description of deduction:  Final payroll calculation completed by							
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