

# TERMINATION REPORT

 Original Form       Amended Form

**Instructions:** Supervisor must IMMEDIATELY complete this form upon notification of termination or prior to the end of a temporary or seasonal position. If an employee is terminated due to involuntary reasons (such as lay-off, non-renewal, and completion of temporary, seasonal or on-call employment), the employee must receive all earnings due within three (3) days of termination date.

**EMPLOYEE TYPE:**    Appointed       Regular Classified Staff    Ancillary Staff    Graduate Student  
Student

EMPLOYEE INFORMATION			
<b>Last Name:</b>		<b>First Name:</b>	
<b>MI:</b>		<b>EmplID:</b>	
<b>Primary Position/UA Title:</b>		<b>Position Number:</b>	
<b>Primary/Home Department:</b>		<b>FTE:</b>	
<b>Last Day Worked</b> <i>(Last day job duties were performed or end of the contract period)</i>		<b>Rate of Pay:</b>	
<b>Effective Term Date</b> <i>(Same as last day worked, or the day the employee was scheduled to return from an approved leave of absence)</i>		<b>Dept#</b>	
<b>Forwarding Address: Street:</b>			<b>City:</b>
<b>State:</b>	<b>Zip:</b>	<b>Apt #</b>	<b>PO Box #</b>
<b>Voluntary Termination Codes</b> <i>(Attach resignation letter or other supporting documentation.)</i>		<b>Involuntary Termination Codes</b> <i>(Does not require employee signature)</i>	
<input type="checkbox"/> Voluntary Resignation (other employment, relocation, unable to return from leave, expired visa etc.) (VOL)  <input type="checkbox"/> Additional Education (EDU)  <input type="checkbox"/> Retirement  <input type="checkbox"/> Deceased (DEA)		<input type="checkbox"/> Contract Non-Renewal (CNR)  <input type="checkbox"/> Initial or Promotion/Transfer Probation (PRB)  <input type="checkbox"/> Layoff w/Recall Rights (LWR)  <input type="checkbox"/> Layoff w/out Recall Rights (LWN)  <input type="checkbox"/> Temporary/Ancillary Employment Ended (END)	
<b>Involuntary Discharge</b> <input type="checkbox"/> Discharge-Attendance (ATT) <input type="checkbox"/> Discharge-Job Performance (DFC) <input type="checkbox"/> Discharge- Misconduct (MIS)  Please note – when employees are discharged for cause, the correct termination code status must be used in order to ensure compliance with unemployment, COBRA and other separation requirements.			
Comments <i>(including any special accounting instructions):</i>			
<b>Preparer:</b>		<b>Email:</b>	
<b>Department Name:</b>		<b>Phone:</b>	
<b>Department Signature:</b>		<b>Dept#</b>	
<b>College Signature:</b>		<b>Date:</b>	
		<b>Date:</b>	

## Termination Report (Page Two)

### Termination Procedures

- A Termination Report should be completed and routed to Systems Control **immediately** upon notification of the employee's intent to separate from the University.
- Federal law requires the University to offer qualified benefit-eligible employees (and their dependents) access to health benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) immediately following separation from the University.
- ASRS statute requires payment within three days of the effective term date for employees who are involuntarily separated by the University, including employees who complete temporary and seasonal assignments.
- Travel advances and operational advances owed by the employee should be reimbursed to the University before the employee's last day of work.
- Any taxes due on taxable benefits, such as graduate tuition reduction, will be deducted from the employee's final paycheck.

### Termination Checklist

Please ensure that the following services are discontinued and university property is returned to the appropriate departmental authority.

Systems Access/Services		Property	
<input type="checkbox"/>	Access to UA Systems (SIS, PSOS, SPINS, FRS, etc.)	<input type="checkbox"/>	Keys to building, room, desk, & file cabinets
<input type="checkbox"/>	Access to departmental systems or intranets	<input type="checkbox"/>	Laptops and other technology equipment
<input type="checkbox"/>	Room and building access ("key card")	<input type="checkbox"/>	Cell phones, PDA, pagers
<input type="checkbox"/>	P-Card and other credit cards	<input type="checkbox"/>	Tools and related equipment
<input type="checkbox"/>	Phone or long-distance service	<input type="checkbox"/>	Any equipment provide for remote work
<input type="checkbox"/>	Departmental service vehicle parking permit	<input type="checkbox"/>	Uniforms (if provide by UA)
<input type="checkbox"/>		<input type="checkbox"/>	Dept ID badge (employee keeps Cat Card)

### Termination Code Definitions

Voluntarily Resignation	Employee is leaving for outside employment, personal reasons, relocation or is unable to return from personal or medical leave of absence, visa expiration
Vol. Resign. – Additional Education	Employee indicates that he/she resigned specifically for educational purposes
Retirement – UA Retiree Status	Employee qualifies for official UA retirement status at time of retirement
Retirement – Non UA Retiree Status	Employee not eligible for official UA retirement status at time of retirement
Deceased	Employee has passed away
Contract non-renewal	Faculty/Appointed Personnel Only – Contract is not renewed
Employment Ended	Temporary, seasonal or on-call job or assignment ends
Involuntary- Probation	Employee is separated during initial or transfer/promotion probationary period
Lay-off w/Recall Rights	(Classified Staff) Employee has "meets" or above on most recent performance review
Lay-off w/out Recall Rights	(Classified Staff) Employee has below "meets" on most recent performance review at time of lay-off
Discharged - Attendance	Employee is discharged for documented poor attendance problems (Confirmed by HR)
Discharge – Job Performance	Employee is discharged for job performance problems (Confirmed by HR)
Discharge - Misconduct	Employee is discharged for misconduct (Confirmed by HR to comply with COBRA, Unemployment Insurance and other separation requirements)