

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			
Last Name:		First Name:	
MI:		EmplID:	
Primary Position/UA Title:		Position Number:	
Primary/Home Department:		FTE:	
Rate of Pay:		Dept#	
Last Day Worked <i>(Last day job duties were performed or end of the contract period)</i>		Effective Term Date <i>(Same as last day worked, or the day the employee was scheduled to return from an approved leave of absence)</i>	
Forwarding Address: Street:			City:
State:	Zip:	Apt #	PO Box #
Voluntary Termination Codes <i>(Attach resignation letter or other supporting documentation.)</i>		Involuntary Termination Codes <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)	
Involuntary Discharge <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>			
Preparer:		Email:	
Department Name:		Phone:	
Department Signature:		Dept#	
College Signature:		Date:	
		Date:	

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)