 **PERSONNEL ACTION FORM**

***Termination/End Job***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Effective Date:** Choose date. | | | **Type of Action:** Choose an item. | | | |
| **Employee Information** | | | | | | |
| **Legal Name:** Enter text. | | | **Employee @ number: @**Enter text. | | | |
| **Address:** Enter text. | | | **Mobile/Home Phone:** Enter text. | | | |
| **City, State, Zip Code:** Enter text. | | | **Personal Email:** Enter text. | | | |
|  | | | | | | |
| **Employment Information** | | | | | | |
| **Termination Reason:** Choose an item. | | | **Last Day Worked:** Enter text. | | | |
| **Terminate all jobs  Terminate job(s)** | | | **Continue Pay Through:** Enter text. | | | |
| **Employee Class:** Choose an item. | | | **Total hours per week:** Enter text. | | | |
| **Job(s) to be Terminated: Title(s):** Enter text. | | | **Total Weeks per Year:** Enter text. | | | |
| **Position #(s):** Enter text. | | | **Contractual Separation Pay (if applicable):** Enter text. | | | |
| **Dept./Dept. Code:** Choose an item. | | | **Sick Bank (if applicable):** Enter text. | | | |
| **Salary Schedule/Step:** Enter text. / Choose step. | | | **Time Owed: (if applicable):** Enter text. | | | |
| **Annual Salary/Hourly rate:** Enter text.Choose an item. | | | **Reports to:** Enter text. | | | |
| **Vacation Days:** Enter text. **Free Days (Winter):** Enter text. **Free Days (Spring):** Enter text. **Comp Days:** Enter text. | | | | | | |
| **Opt. Days – Columbus Day:** Enter text. **Election Day:** Enter text. **Veteran’s Day:** Enter text. **Lincoln’s Birthday:** Enter text. | | | | | | |
| **\*Will the employee return to work after retiring?  No  Yes: E-Class:** Choose an item.**Title(s):** Enter text. **Dept./Dept. Code:** Choose an item. | | | | | | |
| **Comments/Revisions**: Enter text. | | | | | | |
| Enter text. | | Choose date. | Enter text. | | Choose date. | Enter text. | Choose date. | |
| **Chairperson/Supervisor** | | Date | **Dean/Senior Administrator** | | Date | **Vice President/Designee** | Date | |
| Enter text. | | Choose date. | Enter text. | | Choose date. | Enter text. | Choose date. | |
| **President** | | Date | **Budget** | | Date | **Human Resources** | Date | |

**For HR Use:**

**Tracking # PA22-**Enter text.