Questions about this form? Contact HRS - Records Administration:
Phone: 702-8900

NOTICE OF TERMINATION/LAYOFF

Biweekly
Monthly

Termination
Layoff

Employee SSN	Name (Last, First)	Job Number
Job Title	Dept. Name	Dept. Number
Last Day Worked (Physically on the job)	Effective Date (First Day Without Pay)	Termination Reason Code (see list below)

TERMINATION INFORMATION

Forwarding Address: _____
Street City State Zip

Details of Termination: _____

_____

UC Property Return? ☑ YES ☐ NO

If NO, explain: _____

Terminal Compensation
Accrual Balances (hours) at Effective Date of Termination

Vacation _____ Personal Holiday _____ Unused Sick _____

LAYOFF INFORMATION

REASON FOR LAYOFF, please specify: _____

Seniority End Date: _____ HRS Approval: _____ ___Date: _____

APPROVALS

_____ Department Contact Regarding this form
_____ Phone
_____ Supervisor/Department Head
_____ Date

_____ Dean/Director
_____ Date
_____ HRS Processed By:
_____ Date

VOLUNTARY

01 Left/Graduated from School
02 Transferred to Academic PR
03 Accepted Another Position
04 Scheduling Conflict
05 Transferred to UCMC
10 To Seek Other Employment
11 Resigned
12 Job Dissatisfaction
13 Changing Residence
14 To Attend School
15 Personal
16 Military Service
20 Illness
23 Failure to Return from LOA
25 Other Voluntary, Specify

DISCHARGE

22 Failure to Report
32 Falsification of Information
33 Absenteeism
34 Tardiness
35 Job Abandonment
36 Poss. of/Concealing a Weapon
37 Working under the Influence
38 Misuse of Data Systems
44 Unsatisfactory Performance
49 Violation of Call-in Policy
50 Failure to Complete Probation
51 Attendance (Absenteeism & Tardiness)
52 Theft
53 Fighting
54 Insubordination
55 Sleeping on the Job
56 Disclosure/Misuse of Confidential Info.
58 Damage/Loss/Misuse of Property
59 Absence from Work Area
60 Abusive/Threatening Behavior/Language
61 Possession /Use of Intoxicants
62 Other Discharge, Specify
64 Resigned in Lieu of Termination

OTHER

30 Layoff
40 Seasonal Layoff
41 Disability Claim Awarded
43 Retirement
45 No Longer Work-Study Elig.
47 Deceased
48 End of Appointment
90 Union Business

Distribute to: HRS – Records Administration (6054 S. Drexel Ave)