**TERMINATION AND/OR RESIGNATION REPORT**

GW\_\_ GX\_\_

Employee Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date:\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terminated-non-voluntarily Resigned-voluntary Eligible for Rehire**

\_\_For cause \_\_Resigned \_\_Yes

\_\_Lack of work \_\_Abandoned job \_\_No

\_\_Other \_\_Job Placed

**LAST DAY WORKED: \_\_\_\_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_\_\_\_**

**Vacation Eligibility: No \_\_\_\_\_ Yes\_\_\_\_\_ Number of Hours: \_\_\_\_\_\_\_\_\_\_**

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Placement Information (NISH Reports)

1. Placed into competitive job
2. Placed into supported (needs job coach) employment
3. Average hourly earnings increased without change in worksite
4. Average hourly earnings increased with a change in worksite
5. Moved from D status to non-D status
6. Promoted to supervisor, management or admin. position

***COMPLETED FORM SHOULD BE EMAILED TO HUMAN RESOURCES: Carolyn Collins and Sheila Illich***

Manager Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. VP Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VPHR Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by HR payroll:

1. File transfer date:\_\_\_\_\_\_\_\_\_\_\_\_ HR Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Payroll (mas 90 ) term date: \_\_\_\_\_\_\_\_\_ HR Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. MOA term (after last check/MOA deposit):\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_