

## **Termination Report**

This form is completed when an online MSS Termination cannot be submitted through the normal UAccess process.

**Department Instructions:** Complete this form immediately upon notification of termination or prior to the end of a temporary or seasonal position. Once complete, attach this form to an **MSS Exception Request in UAccess** along with any required attachments as stated on page two. Follow the <u>Departmental Checklist for Employee Separation</u>, ensure services are discontinued and all University property is returned. If an employee is terminated due to involuntary reasons (such as employment ended, layoff, nonrenewal, discharge, or probationary), all wages must be paid within seven (7) working days of the termination effective date, or the payday following the end of the regular pay period, whichever is sooner.

| Request Type:                          | Original Form   |                          |  | Amended                                   | Amended Form                         |                   |         |  |
|--|---|--------------------------|--|---|--------------------------------------|-------------------|---------|--|
| Action Type:                           | End All University Employment   |                          |  | End Single Job Only                       |                                      |                   |         |  |
| Employee Type:                         | Faculty/Appointed   |                          |  | Regular Classified Staff  Ancillary Staff |                                      |                   |         |  |
|  | Graduate Assistant/Associate  |                          |  | Student E                                 | Student Employee                     |                   |         |  |
| <b>Employee Informati</b>              | on  |                          |  |   |                                      |                   |         |  |
| Last Name:                             |   |                          |  | First Name:                               |                                      |                   | MI:     |  |
| Emplid:                                | plid: Position  |                          | n Number:  | Number: Rate of                           |                                      | f Pay:            |         |  |
| UA Title:                              |   |                          |  |   |                                      |                   | FTE:    |  |
| Primary/Home Department:               |   |                          |  |   |                                      |                   | Dept #: |  |
| Last Day Worked:                       |   |                          |  | Effective Term                            | ffective Term Date:                  |                   |         |  |
| (Last day of active employment status) |   |                          |  | (First day of inactive/terminated status) |                                      |                   |         |  |
| Forwarding Street Address:             |   |                          | Apt #:   |   |                                      |                   |         |  |
| PO Box #:                              | C   | ity:                     |  |   | Sta                                  | ite:              | Zip:    |  |
| Termination Reason Codes               |   |                          |  |   |                                      |                   |         |  |
| Voluntary Reason Codes                 |   | Involuntary Reason Codes |  | Involuntary Discharge Reason Codes        |                                      |                   |         |  |
| Voluntary Resignation                  |   | Banner Transition        |  | Discharge/Dismissal                       |                                      |                   |         |  |
| Retirement-Not Official UA             |   |                          | Contract Nonrenewal  |   | Discharge/Dismissal-Attendance       |                   |         |  |
| Retirement-Official UA                 |   |                          | Layoff with Recall Rights  |   | Discharge/Dismissal-Background Check |                   |         |  |
| Deceased                               |   |                          | Layoff without Recall Rights                                     |   | Discharge/Dismissal-E-Verify/I-9     |                   |         |  |
| Resign-During Investigation            |   |                          | Probationary   |   | Discharge/Dismissal-Misconduct       |                   |         |  |
| Resign-During Dismissal Process        |   | cess                     | Employment Ended   |   |                                      |                   |         |  |
|  | Please note: When employees are involuntarily terminated, the correct |                          |  |   |                                      | ited, the correct |         |  |
|  |   |                          | termination code must be used in order to ensure compliance with |   |                                      |                   |         |  |
|  |   |                          | unemployment, COBRA and other separation requirements.           |   |                                      |                   |         |  |
|  |   |                          |  |   |                                      |                   |         |  |
| Comments:                              |   |                          |  |   |                                      |                   |         |  |

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## **Termination Report - Continued**

## **Termination Procedures**

- A Termination Report should be completed immediately upon notification of the employee's intent to separate from the University.
- Federal law requires the University to offer qualified benefits-eligible employees (and their dependents) access to health benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) immediately following separation from the University.
- As required by Arizona statute, an employee who is involuntarily terminated, including employees who complete temporary and seasonal assignments, shall be paid all wages due within seven (7) working days following the termination effective date or on the payday following the end of the regular pay period, whichever is sooner.
- 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 Code Definitions**

| Termination Code Do                     | Definition   | Required Attachments  |  |  |
|---|--|---|--|--|
|   | Employee is leaving for outside employment, personal reasons, additional                         | Required Attachments  |  |  |
| Voluntary Resignation                   | education, relocation or is unable to return from personal or medical leave of                   | Resignation letter (recommended)  |  |  |
|   | l · · · · · · · · · · · · · · · · · · ·  |   |  |  |
| Retirement - Not                        | absence, visa expiration  Employee not eligible for official UA retirement status at the time of |   |  |  |
| Official UA                             | retirement   |   |  |  |
| Retirement - Official                   | Employee qualifies for official UA retirement at time of retirement                              |   |  |  |
| UA                                      | Employee qualifies for official OA retirement at time of retirement                              |   |  |  |
| Deceased                                | Employee has passed away   | N/A   |  |  |
|   | Employee resigned during investigation   | Supporting documentation required. Contact your HR Consultant for guidance.         |  |  |
| Resign - During<br>Investigation        | Employee resigned during investigation   |   |  |  |
|   | Employee recipred during dismissed process   |   |  |  |
| Resign - During Dismissal Process       | Employee resigned during dismissal process   | Consultant for guidance.  |  |  |
| Banner Transition                       | Employee constant for Danner Transition  | N/A   |  |  |
| Contract Nonrenewal                     | Employee separated for Banner Transition   | Nonrenewal notification letter.   |  |  |
| Contract Nonrenewai                     | Faculty/Appointed Personnel Only Contract is not renewed   |   |  |  |
|   | Contract is not renewed  | Contact your HR Consultant for  |  |  |
| Loveff with Decall                      | Popular Classified Staff Only  | template.   |  |  |
| Layoff with Recall Rights               | Regular Classified Staff Only Employee has "meets" or above on most recent performance review    | Layoff Notification Notice. Contact your HR Consultant for template.                |  |  |
| Layoff without Recall                   | Regular Classified Staff Only  |   |  |  |
| •                                       |  |   |  |  |
| Rights Probationary                     | Employee has below "meets" on most recent performance review  Classified Staff Only              | Initial Probation Termination Memo  |  |  |
| Probationary                            |  | or Promotion/Transfer Probationary  |  |  |
|   | Employee is separated during initial or transfer/promotion probationary period                   | Period Termination Notice. Contact  |  |  |
|   |  | your HR Consultant for template.  |  |  |
| Employment Ended                        | Temporary, seasonal or on-call job or assignment ends  | N/A   |  |  |
| Discharge/Dismissal                     | Employee is discharged for job performance problems  | I N/A   |  |  |
| Discharge/Dishiissai                    | (Confirmed by HR)  |   |  |  |
| Discharge/Dismissal -                   | Employee is discharged for documented poor attendance problems (Confirmed                        | Discharge notification. For   |  |  |
| Attendance                              | by HR)   | Classified/ Appointed, contact your   |  |  |
| Discharge/Dismissal -                   | Employee is discharged for misconduct (Confirmed by HR to comply with                            | HR Consultant for template. For   |  |  |
| Misconduct                              | COBRA, unemployment and other separation requirements)   | Graduate Assistant/ Associate, contact the Graduate College regarding notification. |  |  |
| Discharge/Dismissal -                   | Employee is discharged for not passing background check  |   |  |  |
| Background Check                        | (Confirmed by HR)  |   |  |  |
| Discharge/Dismissal -                   | Employee is discharged for E-Verify or I-9 issues  |   |  |  |
| E-Verify/I-9                            | (Confirmed by HR)  |   |  |  |
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