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| logo_150_bt | **EMPLOYMENT TERMINATION FORM** |
| **Office of Human Resources**  **Southern Illinois University Edwardsville** |

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| **ADMINISTRATIVE & PROFESSIONAL STAFF squr_rd CIVIL SERVICE squr_rd FACULTY squr_rd GRADUATE ASSISTANT**  (To be completed by the employee and employing department.) |

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| **Name:** |  | | | | | | | | | | | | | | | | | | | | | |  | | | | **Banner ID:** | | | |  | | | | | | |
| **Employee’s Email:** | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Supervisor’s Name:** | | | | | |  | | | | | | | | | | | | | | **Supervisor’s Email:** | | | |  | | | | | | | | | | | | | |
| **Effective Date:** | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Time:** |  | | | **c.o.b.**  **a.m.**  **p.m.** | | | | | | | | | **Number of hours to be paid for final day of employment:** | | | | | | | | | | | | | | | full day  or no. of hours: | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FORWARDING ADDRESS:** | | | | | | | Keeping your address current is necessary in order to receive your W-2's at the end of this tax year. Please contact the Office of Human Resources with any address changes you may have until you receive your final W-2's for this tax year. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PRESENT POSITION:**  Administrative & Professional Staff  Civil Service  Faculty  Graduate Assistant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Rank/Title:** | | |  | | | | | | | | | | | **Hire Date:** | | | |  | | | **Current SemiMoSalary or Hrly Rate:** | | | | | | | | | | | | |  | | | |
| **Rank/Title:** | | |  | | | | | | | | | | | **Hire Date:** | | | |  | | | **Current SemiMoSalary or Hrly Rate:** | | | | | | | | | | | | |  | | | |
| **School, College, or Unit:** | |  | | | | | | | | **Dept.:** | | | | |  | | | | | | | **AIS Budget Purpose:** | | |  | | | | | **Position Number:** | | | | | |  | |
| **School, College, or Unit:** | |  | | | | | | | | **Dept.:** | | | | |  | | | | | | | **AIS Budget Purpose:** | | |  | | | | | **Position Number:** | | | | | |  | |
| **REASON FOR SEPARATION:**  Appointment Expiration  Accepting position within the University  Accepting position elsewhere  Resignation    Deceased  Retirement (Employee Vacation/Sick Leave Reporting Form can be sent on termination date)  Involuntary Termination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Comments:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NOTE:** The Office of the Chancellor encourages employees resigning or retiring from SIUE to schedule a personal exit interview with the supervisor of  the employee's immediate supervisor. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SUBMITTED BY:** | | | | |  | | | | | | | | | | | | | | | | | | | | | **DATE:** | | |  | | | | | | | | |
|  | | | | | Employee's Signature | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Please sign and make a file copy before forwarding.**  **The Office of Human Resources WILL NOT be sending copies of this document.**  **>> SIGN WITH BLUE INK << >> SIGN WITH BLUE INK << >> SIGN WITH BLUE INK <<** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACCEPTED BY:** | | | | | | | | |  | |  | | | | | |  | |  | | | | | | | | | | | | |  |  | | | | |
| Chair/Supervisor | | | | | | | | |  | | Date | | | | | |  | | Dean/Director/Fiscal Officer | | | | | | | | | | | | |  | Date | | | | |
| Chair/Supervisor | | | | | | | | |  | |  | | | | | |  | | Dean/Director//Fiscal Officer | | | | | | | | | | | | |  | Date | | | | |
| Vice Chancellor | | | | | | | | |  | | Date | | | | | |  | | Vice Chancellor | | | | | | | | | | | | |  | Date | | | | |
| Chancellor | | | | | | | | |  | | Date | | | | | |  | | Director, Human Resources | | | | | | | | | | | | |  | Date | | | | |

**PLEASE ATTACH EMPLOYEE VACATION/SICK LEAVE   
REPORTING FORM TO THIS DOCUMENT**

5/18/17 – previous versions are obsolete