



# EMPLOYEE TERMINATION NOTICE

**IMMEDIATE SUPERVISOR** is to initiate this form as soon as the supervisor knows of an employee terminating or being terminated. The immediate supervisor completes Section 1, and forwards form to the Human Resources Department. If employee is resigning, attach a signed resignation letter.

|                     |                  |                           |
|---------------------|------------------|---------------------------|
| Employee Name _____ | Company _____    |                           |
| Z Number _____      | Department _____ | Organization Number _____ |

## SECTION I - IMMEDIATE SUPERVISOR

1. Employee's last workday will/was \_\_\_\_\_ (date)  
If termination occurs while employee is on paid leave, give the employee's last paid day. \_\_\_\_\_ (date)

2. Status: ☐ Full-time ☐ Part-time ☐ Seasonal/Task

3. ☐ Voluntary ☐ Involuntary

4. Termination code:

|                                   |                       |                     |                    |
|-----------------------------------|-----------------------|---------------------|--------------------|
| A. Another job                    | F. Stay home          | K. Military service | P. Job performance |
| B. Job dissatisfaction            | G. Job abandonment    | L. Health           | Q. Other _____     |
| C. Conflict w/supervisor or peers | H. Return to school   | M. Retirement       | _____              |
| D. Marriage                       | I. Misconduct         | N. Death            | _____              |
| E. Pregnancy                      | J. Reduction in force | O. Layoff           | _____              |

5. Would you re-employ in your dept? ☐ Yes ☐ No If "No", please attach a memo, stating reasons.

6. If "Reduction in Force", is salary continuation to be given? ☐ Yes ☐ No

7. If employee resigned, did he/she give notice? ☐ Yes ☐ No If "Yes", how much notice? \_\_\_\_\_

8. Resignation letter, if applicable, should be attached to Employee Termination Notice.

9. Employee has been issued a Commercial Card/MasterCard. ☐ Yes ☐ No

10. Employee has outstanding expense advances from Oral Roberts University. ☐ Yes ☐ No

11. Employee's moving expenses were paid by Oral Roberts University upon hire. ☐ Yes ☐ No

12. Employee's cost of schooling and/or dependents' tuition was paid in whole or part by Oral Roberts University. ☐ Yes ☐ No

13. Employee was assigned computer/email access. ☐ Yes ☐ No

14. If employee is being inducted into the Armed Services, show branch and date: \_\_\_\_\_

15. Forwarding address for W2, COBRA, etc.: \_\_\_\_\_

*NOTE: Immediate supervisor will notify the employee to return all company property to Human Resources on or before the last day of work. Company property may include the following: keys, I.D. badge, iPad, laptop, hangtag, commercial credit card and/or uniforms. ORU Library books will be returned by the employee to the Library.*

16. Immediate Supervisor \_\_\_\_\_

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## SECTION II - PAYROLL

1. ☐ Vacation time, if applicable, has been calculated for final paycheck.

2. ☐ Promissory notes, expense advances, or other debts outstanding have been accounted for.

Payroll Department \_\_\_\_\_

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## SECTION III - HUMAN RESOURCES

1. ☐ Final paycheck was mailed to employee on \_\_\_\_\_ (date)

Human Resources Representative \_\_\_\_\_

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|