

STAFF EMPLOYEE TERMINATION NOTICE

IMMEDIATE SUPERVISOR is to initiate this form as soon as the supervisor knows of an employee terminating or being terminated. Upon completing Section 1, please forward notice to Human Resources.

Employee Name

Department/Company

Z Number

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 Staff Part-time Staff Seasonal/Temp Staff
3. ☐ Voluntary ☐ Involuntary
4. Termination code:

A. Another job	F. Stay home	L. Health	Q. Other:
B. Job dissatisfaction	G. Job Abandonment	M. Retirement	
C. Conflict w/ supervisor or peers	H. Return to school	N. Death	
D. Marriage	I. Misconduct	O. Layoff/position elimination	
E. Honor Code violation	J. Reduction in force	P. Job performance	
	K. Military service		
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.

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.
3. Final paycheck date:

Payroll Department Signature Date

SECTION III - HUMAN RESOURCES

Human Resources Representative Signature Date