



University of Alaska System Termination

MAU/Major Administrative Unit (select one)		Department
Last Name	First	M.
Employee ID		Home Phone

- Regular Term Date (last day paid) _____
- Temporary Employee Class _____
- Student Position # _____ Suffix # _____ Check Distribution (Dist Org) _____

Employee/Department: Complete all information and attach final timesheet.

Reason for Termination of Employment (PEAEMPL)

- Completion of temporary assignment (FT)
- Term Funded (FD)
- Resignation (letter attached) *
Term Code: _____ Reason: _____
See reverse side of form for term codes
- Other
Term Code: _____ Reason: _____
See reverse side of form for term codes

- Do not mail out final paycheck. (For hand delivery, a signed written request from the employee must accompany the termination form.)

* Final pay to be issued on next available regular payday.

Information/Forms Provided (for HR office use)

- Pension
- PERS/TRS/ORP (may include verification of service)
- COBRA Health Continuation
- Health/Life Insurance Conversion
- Exit Interview By/Date _____
- Username Termination
- Other _____

Employee Signature Date

Supervisor's Acceptance Signature Date

Employee Address Information (PPAIDEN)

Mailing Address (Final Pay Only)

City State Zip

Permanent Mailing Address (W-2 & Benefits Updates)

City State Zip

Clearances

	Balance due**	Approved by
Department	\$ _____	_____
Business Office	\$ _____	_____
Library	\$ _____	_____
Keys	\$ _____	_____
Security/Parking	\$ _____	_____
Corporate Card	\$ _____	_____
Travel	\$ _____	_____
Taxable Tuition	\$ _____	_____
_____	\$ _____	_____
ID Card		_____

**The University of Alaska may deduct outstanding amounts from the employee's final pay check.

Payroll Entry Checklist

- Final Timesheet attached
- Annual Leave Payoff
- Copy of final check information attached (PHICHEK)
- Copy of final leave balances attached (PEAEMPL)

- Clear leave balances (PEAEMPL)
- GXADIRD
- Sick Leave Balance _____

Personnel Entry Checklist

- NBAJOBS PEAESCH PDAEDN PDABCOV PEAREVW(Retiree) PPAIDEN PEAEMPL

Personnel _____ Date _____ Budget _____ Date _____

Payroll _____ Date _____

Employment Termination Reasons

<u>Code</u>	<u>Definition</u>
DE	Deceased
DO	Deceased (Occupational)
FA	Dismissal - Attendance
FC	Dismissal - Cause
FD	Dismissal - Contract/Term Expired
FE	Dismissal - Credentials Revoked
FF	Dismissal - Unable Perform ADA
FH	Dismissal - Non-return from FML
FI	Dismissal - Ineligible for Rehire
FJ	Dismissal - Job Abandonment
FK	Dismissal - Layoff
FL	Dismissal - No Longer Eligible
FM	Dismissal - Non-retention
FN	Dismissal - Not Eligible Employ
FO	Dismissal - Other
FP	Dismissal - Performance
FQ	Dismissal - Probationary
FR	Dismissal - Reduction in Force
FS	Dismissal - Temporary At Will
FT	Dismissal - Temp Assignment Ended
FW	Dismissal - Union Enforcement
OT	Other
QB	Resigned - By Mutual Agreement
QD	Resigned - Dissatisfaction
QE	Resigned - Educational Reasons
QJ	Resigned - Other Employment
QL	Resigned - By Legal Agreement
QM	Resigned - Medical Reasons
QN	Resigned - Occupational Disability
QO	Resigned - Other
QP	Resigned - Personal
QR	Resigned - Relocation
RD	Retirement - Disability
RE	Retirement - Early
RP	Retirement - RIP
RR	Retirement - Regular
RS	Retirement - Special