

Employment Termination

This is a fillable PDF form and can be completed using Adobe Acrobat.

Employee name _____ Employee number _____

Home Department Coordinator _____ Phone number _____ Home department number _____

Last day worked _____ Termination date _____ Annual salary/hourly rate _____

Reason for termination (No HR Admin Review)	Rehire eligible?	Reason for termination (Requires HR Admin Review)	Rehire eligible?
<input type="checkbox"/> 71A Resignation-voluntary	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> 71B Resignation-job abandonment	<input checked="" type="checkbox"/> No**
<input type="checkbox"/> 72 Retire	<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> 73A Release-performance issues	<input type="checkbox"/> Yes <input type="checkbox"/> No*
<input type="checkbox"/> 76 Death		<input type="checkbox"/> 73B Release-exhausted leave	<input type="checkbox"/> Yes <input type="checkbox"/> No*
		<input type="checkbox"/> 73C Release-other (HR Admin use only)	<input type="checkbox"/> Yes <input type="checkbox"/> No*
		<input type="checkbox"/> 74 Misconduct	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> 80A Separation-fixed term	<input type="checkbox"/> Yes <input type="checkbox"/> No*
		<input type="checkbox"/> 80B Separation-grant/contract	<input type="checkbox"/> Yes <input type="checkbox"/> No*
		<input type="checkbox"/> 80C Separation-expired work authorization	<input type="checkbox"/> Yes <input type="checkbox"/> No*
		<input type="checkbox"/> 99A Layoff-reduction in work force	<input checked="" type="checkbox"/> Yes
		<input type="checkbox"/> 99B Layoff-reorganization	<input checked="" type="checkbox"/> Yes

*Requires department justification submitted to HR Admin **Employee may appeal to HR Admin to overturn rehire eligibility

Settlement: Yes No N/A

General release: Yes No N/A

Payment computations			
Regular pay	X	Rate	= Total due
Accrued vacation	X	Rate	= Total due
Other (please define)	X	Rate	= Total due
Total gross pay =			

Payroll check request			
Earn line	Earn type	Account number	Amount

Comments

Authorization

Home Department Coordinator _____ Date _____ Other department signer _____ Date _____

Payroll Services _____ Date _____ HR Admin reviewed by _____ Date _____

Instructions (see also Payroll User's Guide 400-17):

Termination code	Termination reason	Description
No Human Resources Administration review required		
71A	Resignation-voluntary	Employee voluntarily resigns position; must be accompanied by a resignation letter for staff and faculty
72	Retire	Employee retires (minimum 10 years at USC and age 55); must be accompanied by a resignation letter with notification of retirement
76	Death	Employee deceased
Human Resources Administration review required		
71B	Resignation-job abandonment	Employee does not show up for work
73A	Release-performance issues	Employee released due to job performance issues
73B	Release-exhausted leave	Employee on leave; need to fill position due to business necessity
73C	Release-other (HR Admin use ONLY)	For use by Human Resources Administration only
74	Misconduct	Employee is terminated for cases of wrongdoing, not involving mere performance issues
80A	Separation-fixed term	Employee hired for a specific time with a designated end date
80B	Separation-grant/ contract	Contract or grant ends; funding has been reduced or cancelled
80C	Separation-expired work authorization	Employee's authorization to work in the U.S. expires
99A	Layoff-reduction in work force	There is a department or university-wide reduction in work force
99B	Layoff-reorganization	Employee's position has been eliminated due to a reorganization

Annual salary/hourly rate

If monthly employee, enter annual FTE salary; if an hourly employee, enter hourly rate.

General release (applies only to 99A and 99B)

Mark "Yes" if employee has signed and submitted a general release. Mark "No" if the employee has opted out for the severance benefits.

Last day worked

The last day the employee was physically on the job.

Other

Payments such as winter recess and settlement.

Payment computations

See User's Guide Section 300-16 for computation of daily and irregular rates.

Rate/total pay due

Enter rate in box provided, calculate total pay due for each category and enter.

Rehire

"Yes" in all cases except for 71B, 74 and 76. In all other cases, must have HR review to mark "No" as indicated. "Conditional" at direction of Human Resources Administration only.

Settlement agreement

Check "Yes" or "No" if there is a settlement agreement. Copy of agreement must be attached.

Termination date

The date employee severed his/her employment relationship with USC. Usually matches the "last day worked" unless the employee was on a leave of absence.

Vacation

Total vacation pay due employee. May not exceed permitted maximums based on employee's length of service and percent of effort.