

DEPARTMENT OF ADMINISTRATIVE SERVICES TERMINATION WORKSHEET

(Check reason for termination):

- | | | |
|--|--|---|
| <input type="checkbox"/> Retirement (530) | <input type="checkbox"/> Temporary (567) | <input type="checkbox"/> Transfer (580) |
| <input type="checkbox"/> Termination (520) | <input type="checkbox"/> Trial Service Removal (570) | Agency # _____ |
| <input type="checkbox"/> Death (540) | <input type="checkbox"/> Dismissal (550) | <input type="checkbox"/> Layoff (590) |

Employee Name		Social Security Number	
Agency Number/PDC	Hourly rate	Employment Date	Termination Date

P435 Pd Hrs/Forecasted	CT	PB	SL formula	VA Acc Rate <u>formula</u>	Misc Leave
Current Balance					
Used Month					
Accrued Month					
Used Month					
Accrued Month					
PB Payback					
CTP/VAP Payoff					
Clearing Account					

- p010 turn off NSD if leaving state service
 P010 Set dates
 P050 Enter CTP/VAP Pebb.benefits Notice to benefithelp.
 Clear (next month) End Date _____
 P070/P080 Clear (next month) P070 Garnishments
 P006/PSEC Delete only after it is locked Term List
 Check P006 for holiday hours paid for eligibility, also if they are CU and there is no LWOP prior to termination they do get the whole holiday.
 P370 Check (current/prior month) UNUM Notice sent
 Bus Pass notify Margie if deleted

Pay and Benefits Specialist Signature

Date