

Termination Form Instructions – Employees Under 6 Months

The Termination Form is used to document the circumstances of an employee's separation from the College, whether voluntary or involuntary, and to provide Human Resources with the necessary information to terminate an employee in the HRIS system. Please be sure to fill out all fields on the form. If you are not sure of an answer, please call the Human Resources Office at 725-3837.

Please fill out the first page of the form, making sure to provide a completed copy to the employee, and to have the employee initial and date in the appropriate place. If the employee is leaving on the same day that they give notice, please fill out both pages, obtain the appropriate signatures, and send to Human Resources. If the employee is leaving at a later date, please send the completed and signed first page to Human Resources as soon as notice is given, and complete and send the second page to Human Resources on the employee's last day of employment.

Termination Form Instructions – Employees Over 6 Months

The Termination Form is used to document the circumstances of an employee's separation from the College, whether voluntary or involuntary, and to provide Human Resources with the necessary information to terminate an employee in the HRIS system. Please be sure to fill out all fields on the form. If you are not sure of an answer, please call the Human Resources Office at 725-3837.

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