

Over 6 Months



Over 6 Months

TERMINATION FORM
(for employees who have worked 6 MONTHS OR MORE)

Name: ID No.: Date:
Department: Position/Title:
Forwarding Address: (street)
City/State/Zip Code:
Telephone Number:
Hire Date: Notice Date: Termination Date:

REASON FOR TERMINATION

Note the reason for termination of employment by checking the appropriate box. If there is more than one reason, please check all that apply. If this is a resignation, attach the original copy of the employee resignation letter.

Voluntary Termination

- Another position
Relocation
Personal/family
Health/medical
Transportation
Return to school
Military
Compensation
Retirement
Other (please explain)

Involuntary Termination

- Elimination of Position
Grant/Funding/Contract Ended
Policy Violation
Absenteeism/Tardiness
Performance
Misconduct
Insubordination
No-Show/Job Abandonment
Leave of Absence Expired
Deceased
Other (please explain)

Would You Rehire? Yes No Comment:

Please check all campus-wide systems for which this employee had access:

LDAP (Windows login) JobX CBORD
Email Blackboard Millenium
PeopleAdmin Endowment Manager ACT
eSource Bearings Other systems (please list)
TimePro Henry
Raiser's Edge James
Financial Edge CSGold
PowerFAIDS

Signature of Supervisor Date

Signature of Department Head Date

Signature of Human Resources Director Date

Table with 4 columns: For HR Use Only, Notified Controller's Office, Notified Library, Notified Security, Notified Lockshop, Notified IT, Notified Benefit Admin, Notified Athletics, Notified Residential Life.

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Please complete this page and submit to Human Resources on the final day of employment:

Employee Name: _____ Department: _____

Termination Date: _____

Collection of Bowdoin Property:

Item	Date Collected or N/A	Item	Date Collected or N/A
Keys	_____	PDA	_____
ID Card	_____	Cell Phone	_____
Laptop/Computer	_____	Uniform	_____
Credit Card	_____	Radio/Pager	_____
Parking Pass	_____	Other	_____
Library Materials	_____		

Signature of Supervisor Date

Signature of Human Resources Director Date