

This form is used to notify Human Resource Services Operations of support staff terminations and transfers. All forms must be completed before the original end date on the Casual or Support Appointment/Pay Action form and submitted as soon as possible so that a final cheque can be processed. The form should be accompanied by any required supporting documents such as resignation letter. For assistance with this form, please contact your [HR Contact](#) or call (780) 492-4555.

Personal Information

Full Legal Name _____ **Person ID #** _____
 Last Name _____ First Name _____ Middle Name _____
 Department/Faculty _____ Last Day Paid _____
 Forwarding Address _____ Postal Code _____

Reasons For Termination

If reason for termination is resignation, please indicate reason for resignation

Note: When an employee is resigning, please attach a copy of the employee's letter of resignation

For Regular and Auxiliary Monthly Employees Only (not required for hourly paid Support Staff)

Vacation Payout Reconciliation
Vacation Payout:
For HRS Use Only

Transfer Vacation 735 Payout 732 Payout 730 _____ hrs x \$ _____ hourly rate

Absences Taken – Please indicate absences taken but not reported up to and including date of termination.

Report in blocks of time (i.e. Type of Absence Vacation from September to September 5 = 35 Working Hours). If additional absences must be reported, please attach a [Leave Reporting Form](#).

Type of Absence _____ from _____ to _____ Working Hours
 Type of Absence _____ from _____ to _____ Working Hours
 Type of Absence _____ from _____ to _____ Working Hours

Banked Time Payout

Banked Time Balance _____ Banked Time Taken But Not Reported _____
 Banked Time Earned But Not Reported _____ Banked Time Payout _____

Comments
Prepared By

Name _____ Phone _____ Date _____

Authorization and Approvals

Authorization and Approvals are in accordance with the University of Alberta Signing Authority and Delegation of Signing Authority Policy and Signing Authority and Approval procedures. Refer to U of A Policies and Procedures Online (UAPPOL) www.uappol.ualberta.ca.

Authorized By: Name _____ Signature _____ Date _____
 Internal Control Approval: Name _____ Signature _____ Date _____

Please submit completed form by email to payroll.operations@ualberta.ca or mail to:
 Payroll Operations, Human Resource Services, 2-60 University Terrace, University of Alberta, Edmonton, AB T6G 1K4