

# ARIZONA WESTERN COLLEGE SEPARATION FROM EMPLOYMENT FORM



**Part-Time Employee\***

**Student Worker\***

FROM: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Employee Name \_\_\_\_\_

ID/SS# \_\_\_\_\_

**\*Required documents must be submitted to HR with this form. Incomplete documentation will delay processing.**

Termination Date \_\_\_\_\_ Position title: \_\_\_\_\_

COMPLETE 15-digit budget code: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_  
(See current PT salary schedule)

Reason for Termination: \_\_\_\_\_  
*\*(Web Time Entry and Separation from Employment Form must be submitted on the **day of** termination)*

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**BELOW FOR FT USE ONLY**

**Full-Time Employee**

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Termination Date: \_\_\_\_\_

***Forwarding Address (if different) for W-2 Form***

Reason: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*I know that all property (including keys) must be returned to the appropriate office and all other charges settled **before** final pay is received.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CLEARANCE ROUTING**

(Please obtain all signatures to complete the exit process).

	Date	Approved by
1. Keys (return to Campus Police)	_____	_____
2. Direct Supervisor	_____	_____

**HUMAN RESOURCES DEPARTMENT INFORMATION (BELOW FOR HR USE ONLY)**

**Benefits Reviewed:**

- Health Insurance
- Life Insurance
- Retirement
- Flex

**Other:**

- Direct Deposit (Not for final check)
- Pick-Up Final Check  Mail Final Check
- Timecards
- Other

**E-Mail Clearance:**

- Business Office
- Help Desk
- Library
- Mailroom
- Purchasing

The above named employee is officially separated from employment on: \_\_\_/\_\_\_/\_\_\_

Exit Interview conducted by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Colleague Processed by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_