

Procedure for Termination of **Regular Employees**

1. Completed PAF2
 - a. NOTE : The effective date for the termination of the employee is one day after the employee's last paid day of employment.
2. Documentation of Reason for Leaving (attach to PAF2):

Examples:

 - Resignation Letter
 - Employee Separation Letter
 - Email explaining termination reasons
3. Calculation of Payouts in Hours (not dollars) recorded in the NOTES section at the bottom of the PAF2.

To calculate final payouts:

- Navigate to Etime to view employee accruals
 - Date track to term date
 - Query for employee
 - View accruals
- **If not already reflected in payout balances, take current balance minus any used in current pay period.

Be sure to include all unused:

- Compensatory Time
- Sick (Years of continuous service are measured from an employee's current date of hire into a benefited position.)
- Vacation
- Holiday (Floating holidays cannot be used to extend term date. They must be used before the last physical day worked on the job.)

Procedure for Termination of **Temporary Employees**

1. Completed PAF2
2. Last Day Worked for a **Temporary** employee is always the termination date.
3. Documentation of Reason for Leaving (attach to PAF2):

Examples:

 - Resignation Letter
 - Employee Separation Letter
 - Email explaining termination reasons