

# Facilitators/Assistant/Aid

Supervisor:

Hiring Department:

Final Day of Employment:

Final payroll submitted to HR: Yes

No

Does employee have access to any group on computer? Yes  No  if yes

## PLEASE SELECT REASON FOR SEPARATION/TERMINATION:

- |   |  |
|---|--|
| <input type="checkbox"/> Moving               | <input type="checkbox"/> Unsatisfactory performance    |
| <input type="checkbox"/> Accepted another job | <input type="checkbox"/> Unable to work assigned hours |
| <input type="checkbox"/> Personal reasons     | <input type="checkbox"/> Assignment complete           |
| <input type="checkbox"/> Other                |  |

Please explain:

Eligible for rehire: Yes  No

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Human Resources Uses only:

Computer Services Notified:  Terminated in system: