

**SECTION A**

Employee Name: \_\_\_\_\_ Red ID #: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Separation Date: \_\_\_\_\_ Labor Account(s) Affected: \_\_\_\_\_

Permanent Address (where W-2 will be sent): \_\_\_\_\_ Special Instructions for Final Paycheck (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION B**

**Reason for Separation**

Voluntary

- Accepted a New Job
- End of Internship / Temporary Assignment
- Graduation
- No Longer an SDSU Student
- Relocation
- Other (specify) \_\_\_\_\_

Involuntary (Must have Human Resources Approval)

- Reduction in Force (Permanent)
- Temporary Layoff - Subject to Recall \_\_\_\_\_
- Unable to Meet Job Requirements / Expectations
- Dismissal for Cause
  - Absenteeism / Tardiness
  - Dishonesty / Theft
  - Falsification of Employment Records
  - Insubordination
  - Intoxication (Alcohol / Drugs)
  - Refusal to Follow Instructions
  - Violated Established Company Policy
  - Other Misconduct (specify) \_\_\_\_\_

**SECTION C**

**Final Evaluation (check one in each category)**

<b>ABILITY</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>ATTENDANCE</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>ATTITUDE</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<b>PRODUCTIVITY</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Very Good	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Eligible for re-hire?  YES  NO, If NO, explanation and HR Director approval is required.

Explanation: \_\_\_\_\_

\_\_\_\_\_

HR Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

A.S. property returned?  Yes  No Notice to Employee as to Change in Relationship provided?  Yes  No

Approval Signatures

Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Manager \_\_\_\_\_ Date \_\_\_\_\_