



Removal from Payroll

The University of Toledo

This form is to be used to remove personnel from the payroll that are no longer employed at the University.

Name (Last)	(First)	(Middle)	Rocket ID
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Send clearance e-mail as soon as separation date is determined

Reminder: Please refer to the Exit Process and instructions found on the HR website (<http://humanresources.utoledo.edu/employment/exitprocess.asp>) to ensure all University and Department property and obligations have been taken care of prior to employee's departure. This includes library, parking, keys, system access, ID, etc.

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Title	Home Dept Org	Employee Class	PCN(s)	Index(s) & Account(s)
Reason for Removal			Removal Effective Date	Last Day Worked:
			Paid Vacation (Hours)	Paid Sick Leave (Hours)
GRADUATE STUDENTS ONLY: Total to be Paid _____ Last Term Fee Authorization Valid _____				

Please attach original letter of resignation if applicable

Approvals

Initiating Department 1	Date	Contact Ext.	Human Resources/Provost/Student Employment 2	Date
Board of Trustees (if applicable) 3	Date		Copies To: 1. Business Manager 2. Dean/Designee (Faculty) 3. Supv/Director (Staff - CWA, Classified Exempt, PSA, UTPPA) 4. Grants Accounting (if applicable) 5. Budget (if applicable)	