



THE UNIVERSITY OF
TOLEDO

Removal from Payroll

DATE: _____

Health Science Campus

Main Campus

Name (Last)	(First)	(M.I.)	Rocket ID
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Position	PCN(s)	E-Class	Home Dept Org	
				<input type="checkbox"/> Bargaining Unit Exempt
				<input type="checkbox"/> Bargaining Unit Eligible
				<input type="checkbox"/> Auto Pay
Last Worked:		Removal Effective Date:		

Reason for Removal

05 – Discharge for Cause	46 – Resigned Health Reasons	81 – Involuntary Term – Attend/Punc
10 – Layoff – Financial Emergency	47 – Resigned Moved to New Location	82 – Involuntary Term – Job Perf/Code of Conduct
11 – Layoff – Financial Exigency	48 – Resigned Salary Reasons	83 – I-9 Termination
15 – Unsatisfactory Evaluation(s)	50 – Death	84 – Involuntary Resignation
20 - Retirement	55 – Failure to Report to Work	85 – Involuntary Resign, Not Good Standing
21 – Disability Retirement	60 – End of Contract / Assignment	86 – Involuntary Resign, Not Eligible for Rehire
22 – ERIP (STRS)	61 – Contract Not Renewed	87 - Displacement
23 – ERIP (PRS)	62 – End of Temp Work	88 – Layoff
24 – ERIP (LEO)	70 – Probationary Removal	89 – Voluntary Layoff
25 – ERIP (UT)	71 – Demotion/Probationary Removal	90 – 90 Day Notice
30 – Disability	72 – New Hire/Probationary Removal	91 – 90 Day Notice Performance
31 – Involuntary Disability Separation	73 – Promotion / Probationary Removal	92 – 90 Day Notice Job Abolishment
40 – Resignation	74 – Recall / Probationary Removal	93 – 90 Day Notice Layoff
41 – Resigned in Lieu of Discharge	75 – Did Not Pass Boards/Licensure	94 – 90 Day Notice Ret to Faculty
42 – Resigned Other Employment	76 – Did Not Return from LOA	95 – 90 Day Notice End of Funding
43 – Resigned Job Dissatisfaction	77 – Job Abandonment	96 – Grant Funding ended
44 – Resigned Personal Reasons	78 – Involuntary Termination	97 – Never Began Employment
45 – Resigned to Attend School	80 – Job Abolishment	

Comments:	ERIP List: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature Appointing Authority:	Date:
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FOR PAYROLL USE ONLY:

Paid Vacation (Hours):	Paid Sick Leave (Hours):
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