Personnel Action — Employee Termination Form

(This form must be completed by management)

Worksite Employer	Effective Date
Employee's First Name	Employee's Last Name

NOTE: All final pay MUST be included on this form	Date Notice Given:	Last Date Worked:

Regular hours: _____ Overtime hours: _____ Holiday hours:_____ Vacation hours:_____ Other (Specify):_____

Final other payments to be paid: Amount: $_____ Type_____

Final deductions: ☐ No ☐ Yes: Amount: $_____ Reason_____

Severance and Release Agreement: ☐ No ☐ Yes: Amount $_____
(Note: If yes, a Severance and Release Agreement form must be completed and signed by employee and then submitted to KimstaffHR)

***Important: System access will automatically shut off when the employee's final check is processed.**
Please discuss the timing with your HR Consultant; otherwise, your employee may know about the termination.

☐ Voluntary Termination

	Another Job		Health		Nature of the Job		Retirement
	Coworkers		Hours & Shifts		Never Worked		Return to School
	Employee Death		Job Abandonment		No Growth Potential		Supervision
	Failed to Return from Leave		Job Classification		No Reason Given		Transferred
	Family		Lack of Transportation		Not Return from WC Leave		Wages & Pay
	Going into Own Business		Moving from Area		Personal Reasons		

☐ Involuntary Termination

	Clean Up (Not Paid ≥ 90 Days)		Dissolution of Partnership		Failed Drug Test		Safety Rules Violation
	Client Location Closed		End of Season/On-Call Assignment		Invalid SSN		Threat to Other EE
	Client Out of Business		E-Verify: EE Not Show at SSA/HSA		Leave Denied		Unreported Absence
	Client Terminated		E-Verify: EE Not Contest		Not Good Fit		
	Company Policy Violation		Excessive Absences		Performance		
	Converting to Client EEs		Failed Background Check		Production		

☐ Lay Off

	Elimination of Position		Lack of Work		Reduction in Force

Send Final Check to:

Street Address		
City	State	Zip

Comments - Describe the final incident leading to separation

Approvals

Supervisor's Name (Print)	Supervisor's Signature	Date

Fax completed form to (949) 756-5015—Include all documentation to support termination/resignation