



Human Resources
Status Change - Separation

Submit form with signed and dated letter from the employee indicating the last day employed, letter of acceptance from the supervisor, and completed Separation Checklist.

USC ID

Full Legal Name:

Last Day Employed

Reason for Separation:

(select one)

	Personal/Relocation		Failure to meet or maintain license		Military Service
	Did not return from LWOP		Job abandonment		Returned to School
	Different Job - Same state agency		Never reported to work		Resigned while under investigation
	Different Job - Different State Agency:		Unable to meet work restrictions		Resigned in lieu of termination
			Reduction in Force		Termination - position uncovered
	End of temporary employment		Job eliminated - no RIF rights	Other:	
	Deceased		Positive drug test		
	Substandard performance		Refused drug/alcohol test		
	Misconduct		Retirement (see below)		

Retirement:

If the employee is FTE Faculty, last day worked should be December 31 or May 15, or actual last day in a case of sudden or unplanned termination. The last day may be moved to coincide with the final day of a summer teaching appointment.

If the employee will be rehired by the University in any capacity within a calendar year, please provide:

New Position:

Expected start date:

Employee Signature:		Date:
Supervisor Signature:		Date:

Submit completed form to Human Resources. For employees who report to Academic Affairs, submit completed form to Academic Affairs.

Form can be signed, scanned and delivered electronically. Form should be submitted immediately upon notification from the employee.