

Termination Report – Continued

Termination Procedures

- A Termination Report should be completed immediately upon notification of the employee’s intent to separate from the University.
- Federal law requires the University to offer qualified benefits-eligible employees (and their dependents) access to health benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) immediately following separation from the University.
- As required by Arizona statute, an employee who is involuntarily terminated, including employees who complete temporary and seasonal assignments, shall be paid all wages due within seven (7) working days following the termination effective date or on the payday following the end of the regular pay period, whichever is sooner.
- Travel advances and operational advances owed by the employee should be reimbursed to the University before the employee’s last day of work.
- Any taxes due on taxable benefits, such as graduate tuition reduction, will be deducted from the employee’s final paycheck.

Termination Code Definitions

Termination Code	Definition	Required Attachments
Voluntary Resignation	Employee is leaving for outside employment, personal reasons, additional education, relocation or is unable to return from personal or medical leave of absence, visa expiration	Resignation letter (<i>recommended</i>)
Retirement - Not Official UA	Employee not eligible for official UA retirement status at the time of retirement	
Retirement - Official UA	Employee qualifies for official UA retirement at time of retirement	
Deceased	Employee has passed away	N/A
Resign - During Investigation	Employee resigned during investigation	Supporting documentation required. Contact your HR Consultant for guidance.
Resign - During Dismissal Process	Employee resigned during dismissal process	
Banner Transition	Employee separated for Banner Transition	N/A
Contract Nonrenewal	<i>Faculty/Appointed Personnel Only</i> Contract is not renewed	Nonrenewal notification letter. Contact your HR Consultant for template.
Layoff with Recall Rights	<i>Regular Classified Staff Only</i> Employee has “meets” or above on most recent performance review	Layoff Notification Notice. Contact your HR Consultant for template.
Layoff without Recall Rights	<i>Regular Classified Staff Only</i> Employee has below “meets” on most recent performance review	
Probationary	<i>Classified Staff Only</i> Employee is separated during initial or transfer/promotion probationary period	Initial Probation Termination Memo or Promotion/Transfer Probationary Period Termination Notice. Contact your HR Consultant for template.
Employment Ended	Temporary, seasonal or on-call job or assignment ends	N/A
Discharge/Dismissal	Employee is discharged for job performance problems (Confirmed by HR)	Discharge notification. For Classified/ Appointed, contact your HR Consultant for template. For Graduate Assistant/ Associate, contact the Graduate College regarding notification.
Discharge/Dismissal - Attendance	Employee is discharged for documented poor attendance problems (Confirmed by HR)	
Discharge/Dismissal - Misconduct	Employee is discharged for misconduct (Confirmed by HR to comply with COBRA, unemployment and other separation requirements)	
Discharge/Dismissal - Background Check	Employee is discharged for not passing background check (Confirmed by HR)	
Discharge/Dismissal - E-Verify/I-9	Employee is discharged for E-Verify or I-9 issues (Confirmed by HR)	