

List of Termination Reasons

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| <ul style="list-style-type: none"> ▪ Additional Appt. Terms ▪ Career Advancement Opportunity ▪ Conflict with Co-Workers ▪ Correct Hire Error ▪ Death ▪ Dissatisfied w/Work Arrangement ▪ Dissatisfied with Pay ▪ Dissatisfied with Supervision ▪ Empl Rcd Change ▪ End of Job Assignment | <ul style="list-style-type: none"> ▪ Failure to Return from Leave ▪ Family Reasons ▪ Grant-Funded Job Eliminated ▪ Health Reasons ▪ Job Abandonment ▪ Military ▪ Non-Employee ▪ Pursue Education ▪ Reduction in Force ▪ Relocation | <ul style="list-style-type: none"> ▪ Resign in Lieu Discpl Action ▪ Resignation ▪ Retirement ▪ Temporary Reduction in Force ▪ Terminate Summer Appointment ▪ Terminate from Short Work Brk ▪ Transfer across UNT System ▪ Transfer to Another State Agcy ▪ Unsat Perf/Rule Violation ▪ Work Permit Expired |
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Select Action and Employee

ePAR Header

Business Unit: SY769 Home Deptid: 910600 Last Update Date/Time: by: [ePAR Help Resources](#)
 PAR ID: NEXT Human Resources Submitted Date/Time: [Next >>](#)
 PAR Status: Initiated Created by: Fredrickson,Stacie Christine scc0103 Off-Boarding ID:
 Type of ePAR: Employee Transaction
 Action: **Termination**
 Reason: **End of Job Assignment**

Empl ID: [REDACTED] Empl Rcd: 2 Name: [REDACTED] Effdt: 06/01/2022

Be sure to select the reason that most closely aligns with why the person is leaving the agency.

Termination date is the first day the employee is no longer on payroll, or it's the last physical day plus 1.
 Example: Retiring 12/31/21 Term Effective 1/1/22

[Expand/Collapse All](#)

Job Data

<p>Home Deptid: [REDACTED] Position Number: [REDACTED] Employee Status: Active Job Code: [REDACTED] Location: BSC Salary Grade: 06 Std. Weekly Hours: 40.00 FTE: 1.00 Annual Rate: \$36,485.52 Monthly Rate: \$3,040.46 Hourly Rate: \$17.54 Reports to Supv ID: [REDACTED]</p>	<p>Home Deptid: [REDACTED] Position Number: [REDACTED] Employee Status: Terminated Job Code: [REDACTED] Location: BSC Salary Grade: 06 Std. Weekly Hours: 40.00 FTE: 1.00 Annual Rate: \$36,485.52 (12) Monthly Rate: \$3,040.46 Hourly Rate: \$17.54 Reports to Supv ID: [REDACTED]</p>	<p>Last Physical Date: [REDACTED]</p> <p>On 05/31/2022 remove after [REDACTED] hours <input type="checkbox"/> All Time Reported in T & L Timesheet</p>
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This is the last day the person physically worked in their position. If they decide to use 2 weeks of vacation then this date is the last day worked prior to their vacation.

Enter remove after hours and
 Check this box if Time and Labor reporting has been completed