List of Termination Reasons

- 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

- Failure to Return from Leave
- Family Reasons
- Grant-Funded Job Eliminated
- Health Reasons
- Job Abandonment
- Military
- Non-Employee
- Pursue Education
- Reduction in Force
- Relocation

- 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

Select Action and Employee

- ePAR Header
  - Business Unit: SY768
  - Home Dept.: 510000
  - Last Update Date/Time: 
  - Submitted Date/Time: 
  - by: 
  - Created by: Frederick.Sheill Christine 
  - ePAR ID: 
  - Off-Boarding ID: 

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

- Terminated 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

- 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.