

# COLLEGE OF EASTERN UTAH

## PART TIME - Separation Notice

EMPLOYEE NAME: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date Last Worked \_\_\_\_\_

Reason for Termination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Employee

**Keys** Returned: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Computer Ctr \_\_\_\_\_ Audix Password \_\_\_\_\_

Special Instructions to Payroll Office: \_\_\_\_\_  
\_\_\_\_\_

Release check (s)  Do NOT release final check(s) because: \_\_\_\_\_

Signature \_\_\_\_\_  
Supervisor

cc: Payroll  
Computer Center