

NOTICE OF EMPLOYEE SEPARATION

The following employee was separated **TODAY**:

URGENT

**Mail Immediately
Upon Separation of Any Employee**

TALX Employer Services
PO Box 1160
Columbus, OH 43216

DIRECT FAX: 1(866) 848-0100

(Name)

(Social Security Number)

(Job Title and Description)

Wages Reported to State of	First day worked	Rate of Pay: Starting	Rate of Pay: Ending
REASON FOR SEPARATION (Check one and explain under remarks)	Last day worked		
01 - Lack of Work	04 - Discharge	05 - Vacation	
<input type="checkbox"/> 0100 No other information	<input type="checkbox"/> 0400 No other information	<input type="checkbox"/> 0500 No other information	
<input type="checkbox"/> 0101 Reduction in force	<input type="checkbox"/> 0401 Insubordination	<input type="checkbox"/> 0501 Scheduled vacation with pay	
<input type="checkbox"/> 0102 Job eliminated	<input type="checkbox"/> 0402 Violation of co. rules/policies	<input type="checkbox"/> 0502 Shutdown for vacation	
<input type="checkbox"/> 0103 Reorganization	<input type="checkbox"/> 0403 Violation of safety rules	<input type="checkbox"/> 0503 Shutdown for vacation, eligible for vac. pay	
<input type="checkbox"/> 0104 Completed Assignment: did not call avail.	<input type="checkbox"/> 0404 Reported under influence alcohol	<input type="checkbox"/> 0504 Shutdown for vacation, eligible for partial vacation pay	
<input type="checkbox"/> 0105 Completed Assignment: called in available	<input type="checkbox"/> 0405 Reported under influence drugs		
<input type="checkbox"/> 0106 End of temporary employment	<input type="checkbox"/> 0410 Destruction of co. property-willful		
<input type="checkbox"/> 0107 End of seasonal employment	<input type="checkbox"/> 0411 Destruction of co. property-carelessness	08 - Retirement	
<input type="checkbox"/> 0108 Project completed	<input type="checkbox"/> 0412 Fighting on company property	<input type="checkbox"/> 0800 No other information	
<input type="checkbox"/> 0109 Casual	<input type="checkbox"/> 0413 Leaving work station	<input type="checkbox"/> 0801 Voluntary-with pension (contributory)	
<input type="checkbox"/> 0111 Partially unemployed - reduced hours	<input type="checkbox"/> 0415 Falsification of emp. Application	<input type="checkbox"/> 0802 Voluntary-with pension (non-contributory)	
<input type="checkbox"/> 0113 On call	<input type="checkbox"/> 0416 Dishonesty-falsified co. records	<input type="checkbox"/> 0803 Voluntary-without pension	
<input type="checkbox"/> 0116 Temporary	<input type="checkbox"/> 0417 Dishonesty-unauthorized removal of company property	<input type="checkbox"/> 0806 Contractual-with pension (contributory)	
<input type="checkbox"/> 0120 Plant closed	<input type="checkbox"/> 0418 Dishonesty-monetary theft	<input type="checkbox"/> 0807 Contractual-with pension (non-contributory)	
02 - Not Separated	<input type="checkbox"/> 0419 Dishonesty-other	<input type="checkbox"/> 0808 Contractual-without pension	
<input type="checkbox"/> 0200 Not separated	<input type="checkbox"/> 0425 Absenteeism-unreported	<input type="checkbox"/> 0811 Involuntary-with pension (contributory)	
<input type="checkbox"/> 0204 Disciplinary layoff	<input type="checkbox"/> 0426 Absenteeism-excessive and/or unauthorized	<input type="checkbox"/> 0812 Involuntary-with pension (non-contributory)	
<input type="checkbox"/> 0211 Change in other employment	<input type="checkbox"/> 0428 Tardiness-frequent	<input type="checkbox"/> 0813 Involuntary-without pension	
<input type="checkbox"/> 0214 Inclement weather	<input type="checkbox"/> 0431 Failed to maintain union status	<input type="checkbox"/> 0816 Disability-job related	
03 - Quit	<input type="checkbox"/> 0432 Excessive garnishments	<input type="checkbox"/> 0817 Disability-not job related	
<input type="checkbox"/> 0300 Reason unknown	<input type="checkbox"/> 0436 Quality of work	06 - Labor Dispute	
<input type="checkbox"/> 0301 Abandoned job	<input type="checkbox"/> 0437 Quantity of work	<input type="checkbox"/> 0600 No other information	
<input type="checkbox"/> 0302 Walked off job	<input type="checkbox"/> 0438 Poor performance	<input type="checkbox"/> 0601 Member of striking union	
<input type="checkbox"/> 0303 Did not return from leave	<input type="checkbox"/> 0439 Probationary-not qualified for job	<input type="checkbox"/> 0602 Refused to cross picket line	
<input type="checkbox"/> 0304 Did not return from layoff	<input type="checkbox"/> 0440 Poor judgment-no misconduct	<input type="checkbox"/> 0603 Strike-other union	
<input type="checkbox"/> 0305 Personal-not job related	<input type="checkbox"/> 0441 Lack of technical knowledge	<input type="checkbox"/> 0604 Company lockout	
<input type="checkbox"/> 0306 School	<input type="checkbox"/> 0451 Inability to work-illness	<input type="checkbox"/> 0605 Unsansctioned strike	
<input type="checkbox"/> 0307 Marriage	<input type="checkbox"/> 0452 Failure to pass physical		
<input type="checkbox"/> 0308 Relocate	07 - Leave of Absence	90 - Miscellaneous	
<input type="checkbox"/> 0309 Family obligations	<input type="checkbox"/> 0700 No other information	<input type="checkbox"/> 9000 No information whatsoever	
<input type="checkbox"/> 0310 Unable to obtain baby-sitter	<input type="checkbox"/> 0701 Illness	<input type="checkbox"/> 9001 Refusal to work	
<input type="checkbox"/> 0311 Transportation	<input type="checkbox"/> 0702 Maternity	<input type="checkbox"/> 9002 Change of status	
<input type="checkbox"/> 0314 Continued Employment: New Owner	<input type="checkbox"/> 0705 Injury-work connected	<input type="checkbox"/> 9003 Transfer to new location	
<input type="checkbox"/> 0315 Accept another job	<input type="checkbox"/> 0706 Injury-not work connected	<input type="checkbox"/> 9099 Death	
<input type="checkbox"/> 0316 Go into own business	<input type="checkbox"/> 0710 Military		
<input type="checkbox"/> 0320 Illness	<input type="checkbox"/> 0711 Family Obligations		
<input type="checkbox"/> 0321 Maternity	<input type="checkbox"/> 0712 Personal		
<input type="checkbox"/> 0326 Enter military	<input type="checkbox"/> 0713 School		
<input type="checkbox"/> 0330 Dissatisfaction-work hours	<input type="checkbox"/> 0714 Other		
<input type="checkbox"/> 0331 Dissatisfaction-salary			
<input type="checkbox"/> 0332 Dissatisfaction-working conditions			
<input type="checkbox"/> 0333 Dissatisfaction-performance review			
<input type="checkbox"/> 0334 Dissatisfaction-supervisor			
<input type="checkbox"/> 0335 Dissatisfaction-company policies			
<input type="checkbox"/> 0350 In Lieu of Discharge (Protest)			
<input type="checkbox"/> 0351 In Lieu of Discharge (No Protest)			

REMARKS

REMUNERATION PAID AFTER SEPARATION:

Vacation Pay \$ _____
Allocated _____
Severance Pay \$ _____
Allocated _____

Pension \$ _____
☐ Financed Wholly by Employer
☐ In Part by Employer

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

LOCATION #: _____

SUBMITTED BY: _____

PHONE # _____

FAX # _____

E-MAIL ADDRESS _____

ADDITIONAL REMARKS ON 2ND PAGE ☐

