

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 43216-1160

kludwig@talx.com

Fax to: 866-848-0100

(Name)

(Social Security Number)

(Job Title and Description)

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

REMARKS

REMUNERATION PAID AFTER SEPARATION:

Vacation Pay \$ _____ Pension \$ _____
 Allocated _____ ☐ Financed Wholly by Employer
 Severance Pay \$ _____ ☐ In Part by Employer
 Allocated _____

FOR SHEAKLEY USE ONLY

U.C. No.									
Division									
State Code									
Date Received									
Separation Code									
Separation Notice									
p/r type from									
to									
amt.									
p/r type from									
to									
amt.									
p/r type from									
to									
amt.									

Company Name: _____
 Address: _____
 City, State ZIP: _____

Submitted By: _____