



Five basic steps should be followed in completing the front of this form

1. Supervisor complete employee identification section at the top of the form.
2. Employee completes Employee's Statement Section and signs it. If possible, the supervisor or a witness (in supervisor's absence) should witness and sign.
3. Supervisor completes Supervisor's Statement Section.
4. Supervisor completes Employee Status Section.
5. Supervisor enters the name of department and institution, title and date. Supervisor then signs the form and makes distribution of copies, giving the employee a copy. The original should accompany the final personnel transaction form to the Personnel Office. The remaining copies are for the Department and Supervisor's records.

**USUAL REASONS AND CODES**  
(Frequently used reasons are capitalized)

► **VOLUNTARY — 100 Series**

LEFT WITHOUT NOTICE	101	<b>DOMESTIC</b>		<b>JOB CONNECTED</b>	
<b>SCHOOL CONNECTED</b>		Marriage	107	Working conditions	113
SCHOOL-CONNECTED INTER-SEMESTER LEAVE	102	Care for family	108	Inadequate salary	114
LEAVING SCHOOL	103	<b>BE WITH SPOUSE AT OTHER LOCATION</b>	109	Conflict with supervisor	115
ENTER SCHOOL OR INCREASE SEMESTER HOURS	104	Pregnancy	110	Conflict with co-workers	116
		Moving	120	Unhappy here	117
<b>OTHER EMPLOYMENT</b>		<b>MILITARY</b>		Transportation difficulties	118
ACCEPT OTHER POSITION	105	Military	111	<b>MISCELLANEOUS</b>	
Need more hours of work — Position only temporary or part-time	106	<b>HEALTH</b>		RETIREMENT	121
Self-employment	119	Ill health	112	Other — describe	122

► **INVOLUNTARY (Other than Discharge) — 200 Series**

<b>LAYOFF</b>		<b>LEGAL — other than misconduct</b>		<b>U.T. RULES</b>	
SEASONAL LAYOFF — show date of return	202	FEDERAL OR STATE LAW (military, health)	205	Retirement	207
FUNDS TERMINATED OR PROJECT COMPLETED	203	<b>PHYSICAL</b>		Nepotism due to marriage or job transfer	208
Performance insufficient for standards of job, but no disregard of rules or misconduct	204	Physical or mental inability, handicap, ill health or injury (natural inability — not willful)	206	<b>MISCELLANEOUS</b>	
				Other — describe	209

► **DISCHARGE — 300 Series**

LEFT WITHOUT NOTICE	301	Under influence of alcohol on the job	308	<b>ABSENCE</b>	
<b>MISCONDUCT</b>		Under influence of drugs on the job	309	ABSENTEEISM	317
DISREGARD OF INTERESTS OF OTHERS (fire, safety, sanitation, health)	302	Possession of weapon, narcotics, alcohol	310	TARDINESS	318
Disruptive — blocking classroom or work areas	303	Assault	311	<b>MISCELLANEOUS</b>	
Destructive activity	304	Dishonesty	312	REFUSAL TO WORK NEEDED HOURS OR SHIFTS	319
Insubordination — promoting employee discontent	305	Theft or misuse of property	313	Other violation of law, rules, standards — describe	320
Conflict with supervisor	306	Falsification of job	314		
Conflict with co-workers	307	INEFFICIENCY, OR WORK CARELESSNESS (WILLFUL)	315		
		FAILURE TO PERFORM ASSIGNED DUTIES OR FOLLOW INSTRUCTIONS	316		

► **STATUS CODES — 300 Series**

<b>LEAVE</b>		<b>REEMPLOYMENT</b>		Other disability benefits	434
<i>without pay between semesters or contracts for:</i>		Recommended	420	Social Security Retirement Benefits	435
INSTRUCTIONAL	401	Not Recommended	421	Teacher Retirement or Optional Retirement	436
RESEARCH	402	Offered	422	Old Age Benefits	437
PRINCIPAL ADMINISTRATIVE	403	Refused	423	Wages from partial employment	438
OTHER LEAVE — DESCRIBE	404	Conditional	424	Scholarship or Fellowship	439
<b>ACADEMIC</b>		<b>OTHER INCOME DUE</b>		Other — describe	440
STUDENT	410	Vacation	430		
STUDENT NURSE	411	Overtime	431		
STUDENT INTERN	412	Other separation pay adjustments	432		
		Workers' Compensation	433		