

FAIRMONT STATE UNIVERSITY
Employee Separation Form

Part time staff (1039 hrs) and Casuals (225 hrs)

PLEASE PRINT LEGIBLY

An employee is expected to give his/her supervisor a minimum of two (2) weeks advance notice in writing. The employee is expected to work throughout the two (2) week notice, unless waived by the immediate supervisor.

Employee's Responsibility:

- Return all Fairmont State University property such as keys, equipment, IDs, P-card, uniforms, documents, etc.
- Settle any monetary or other obligations with the institution
- Complete information below and give this form to your supervisor for signature

Today's Date: _____ Department/School Name: _____

Supervisor's Name: _____ Supervisor's Contact Number: _____

Employee Name: _____ Last Day Worked: _____

Address: _____

Street/PO Box

City

State

Zip Code

(Note: W2 will be mailed to this address)

Employee Signature

Date

Supervisor's Responsibility:

- Sign and date below
- Mail this form to: Human Resources, 324 Hardway Hall, 1201 Locust Avenue, Fairmont, WV 26554

Supervisor Signature

Date

For Human Resources Use Only:

Position Number: _____ PeopleAdmin Employee Account deactivated _____ / _____
(date / initial)

Employee F Number: _____

Original.....Personnel File

Yellow.....Information Technology

Pink.....Payroll

Implemented by Human Resources, February 1, 2012
Revised July 1, 2019