

TERMINATION

Select My Client Groups
Select Show More
Select **Termination**
Search for Employee Record

Action Details – When and Why

When is the termination notification date: Last working day of employment
When does the termination take effect: Last working day of employment, must match above date
What's the way to terminate the employee: Select appropriate reason
Why are you terminating (faculty name): Select appropriate reason

***PLEASE MAKE SURE YOU ENTER THE CORRECT TYPE OF TERMINATION – see termination reasons listed below**

Continue

Enter Termination Info
Recommended for Rehire Select No, Not Specified, or Yes
Is this a staff Retirement? Select No, Yes

Continue

Provide Comment if Necessary
Include required attachments
***If Non-renewal attach copy of non-renewal letter and WuFoo approval email**

Submit

RETIREMENT INFORMATION:

Here is a website with information for employees who are looking to retire, including a planning checklist:

<https://www.hr.pitt.edu/retirees>

The faculty member should submit a request to Benefits to confirm eligibility of retirement before termination action is submitted.

TERMINATION REASONS

Voluntary Termination

- Failed to return from leave of absence
- Job Abandonment
- Military service obligations
- Other
- Other employment
- Person reasons
- Retirement
- Retirement – FRIP
- Retirement – SERP

Involuntary Termination

- Deceased
- Discharge – Attendance Problems
- Discharge – Unsatisfactory provisional period
- Discharge – unsatisfactory work performance
- Discharge – willful misconduct
- Dismissal
- Graduated
- Lack of funds
- Miscellaneous – Contract not renewed
- Miscellaneous – LTD Approved
- Miscellaneous – LTD Pending
- Miscellaneous – Payroll review-auto term
- Miscellaneous – Refusal of work
- Miscellaneous – Unavailable for work
- Other
- Position Abolished

REQUIRED ATTACHMENTS NEEDED

Resignation/retirement letter – **Must state faculty member is resigning/retiring their faculty appointment with the University of Pittsburgh and include last day worked**

If Non-renewal attach copy of non-renewal letter and WuFoo approval email