

☐ Monthly ☐ Bi-Weekly ☐ Part Time ☐ Full Time

Colleague Number _____ OR Social Security Number _____

Last Day Worked

Reason for Separation		
Resigned Voluntarily	Discharged/Terminated	Discharged/Terminated
Without notice or reason	Repeated Absenteeism	Refused recall
Accept other work	Excessive Tardiness	Refused suitable work
Illness or injury	Insubordination	Disciplinary suspension
Retirement	Violation of rules	Other
Working Conditions	Unsatisfactory performance	
Leaving the area	Refusal to follow instructions	
Marriage or Domestic obligation	Under influence of alcohol or illegal drugs	
Pregnancy		

Explain reason given above in detail _____

Supervisor Signature _____ Dept. _____

Vice President's Signature _____

☐ Colleague ☐ ETIME License ☐ Query ☐ Pay Rate ☐ Sick/Vacation/PTO

☐ Remove Clock # ☐ All Deductions ☐ Direct Deposit ☐ Remove Dependents

Vacation balance paid on last check date _____

Close in WFN after payroll submission date _____

INSTRUCTIONS

The Employee Separation Report (ESR) is to be completed on all full time, part time, and temporary faculty, administrative staff, and volunteers who are separating from the University, including retirements. The ESR is to be filled out by the immediate supervisor of the employee. Ideally, the ESR should be completed in advance, as soon as a separation date has been determined. For an employee to be closed out of the Baldwin Wallace directory and payroll systems, an ESR must be completed and sent to the HR & Payroll Department. Any questions regarding the form or separation process, please contact Human Resources.

- Please check to indicate if employee is paid monthly or biweekly.
- Please check to indicate if employee is part time or full time.
- Fill out the full name of the employee.
- Provide Colleague Number OR Social Security Number of employee.
- Provide the last day worked. This is the last day the employee was working in their position on campus.
- Check one or more boxes to indicate reason for separation of employment. If unsure, please contact Human Resources.
- If needed, explain the reason for separation in the space provided.
- The ESR must be signed by the Supervisor of the employee, along with the name of Department.
- Vice President Signature is required.
- Turn in the completed ESR to the HR & Payroll Department (Bonds 2nd Floor) by email, campus mail, or in person.
- The box at the bottom of the form is for **Payroll Use Only**