

University of Richmond

Separation/Retirement PAF

Form to be used to separate faculty or staff from employment at UR. Separation means they will not be employed anywhere on campus

Employee Information

UR ID First
Last
Last Work Date
Termination Type

Job Assignment

Position #

Position Title

Comments/Forwarding Address Information

Approvals - As required by your department or division

Preparer Date
Approver or PI (Grants) Date
Grants Accounting Manager Date
Dean Date
Provost or AVP Date

All outstanding timesheets/leave reports have been submitted and approved for this employee and his or her direct reports.

HR/Payroll Use Only

Use for monthly paid employees only: Full Monthly Amount Hours Rate Amount"
Salary Override Amount
VPO Yes No Payroll End Date *Staff - Enter last work date.*
Faculty - Enter last day of month.
Human Resources Date
Not eligible for rehire