

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	Payroll End Date
Termination Type	<i>Staff - Enter last work date. Faculty - Enter last day of month.</i>
Eligible for Rehire	Yes No

Job Assignment

Position #

Position Title

Labor Distribution

Fund	Org	Acct	Index	%

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

<i>Use for monthly paid employees only:</i>	Full Monthly Amount	Hours	Rate	Amount"
	Salary Override Amount			
VPO	Yes No			
Human Resources		Date		