

**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  
Eligible for Rehire      Yes      No

**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