



Termination/ Request for Recruitment

(01/12)

Human Resources, Morgan Hall 263, (785)670-1538

Complete the following information for all actions:

Department: _____ Date: _____

Position Title: _____ Banner Position Number: _____ FTE: _____

☐ Administrative ☐ Classified

Funding Source: _____
(Grant/General Use)

FOAPAL: _____

Complete the following as applicable:

TERMINATION

Name: _____ WU ID #: _____

Address: _____
Street City State Zip

Employee's last day at work: _____ Reason for Leaving: _____
(See codes on reverse side)

RECRUITMENT (Human Resources will contact the Department to verify the position description is current.)

☐ New position ☐ Existing position Requested date for recruitment to open: _____

Hours of Work: _____ a.m. to _____ p.m. Workweek: _____

Recruit: ☐ Internal and External ☐ Internal Only—(Open only to current employees in budgeted positions.)

☐ Vacancies open for external recruitment will be advertised in the Topeka Capital Journal and listed on the Human Resources website. List additional recruitment resources below that are to be used. Fees for posting in these locations will be charged to the recruiting department.

Note: A request for recruitment cannot be processed without all listed signatures of approval.

APPROVALS

Department Head _____ Date _____

Dean/Director (as applicable) _____ Date _____

Area Head _____ Date _____

VP for Administration/Treasurer _____ Date _____

Information for Completing Termination/Request for Recruitment Form

Termination

Once an employee or the University has decided to end the employee's service with Washburn University, the Termination section of this form shall be completed to enable Human Resources to initiate the termination processes.

- If the employee is voluntarily leaving the employ of the University, attach a copy of the employee's written notification of resignation or retirement.
- If the employee is changing positions within the University, Human Resources must have the information to terminate the employee from his/her current position.
- If the employee is being terminated by the University, contact Human Resources to ensure that all necessary documentation has been completed.

Reason for Leaving Codes:

AB	Left work – no notice	OR	Other
DE	Death	PB	Probationary Termination
DI	Disability	PE	Personal – Family/Health
DM	Demotion	PR	Promotion
DS	Dissatisfaction - salary	RE	Regular Retirement
GM	Gross Misconduct	RS	Resigned – No Explanation
GR	Non-renewal of Grant	SC	Returned to School
MO	Relocation from Area – moved	TE	Temporary Employment
NR	Non-renewal of Contract	TF	Transfer
OE	Other Employment	TR	Terminated by University

Recruitment

If a Department wishes to begin recruitment upon notification/decision that an employee is leaving the University, or to fill a new position, complete the Recruitment section of the Termination/Request for Recruitment form.

- The position description must be current to enable Human Resources to develop a Position Announcement and newspaper advertisement (if applicable) to be used during recruitment.
- An Internal Recruitment may be conducted under certain circumstances. Contact Human Resources for approval.