

REPORT OF SEPARATIONS**(MUST BE COMPLETED ON YELLOW PAPER)**

DEPARTMENT

DIVISION

PAY PERIOD ENDING

Distribution:

____ Personnel

____ Retirement

____ File

EMPLOYEE NO.	EFFECTIVE DATE	NAME	JOB TITLE	CLASS CODE	WAGE RATE	ORIGIN	STATUS	PT FT	SEX	RACE	COST CTR.	BARG UNIT

CODES:

ORIGIN:

Open (New Hire)

O

Re-employed

RE

Promotion

P

Reduction

RD

Transfer

TRF

Return to Work

RW

STATUS:

Permanent

P

Temporary

T

Seasonal

S

Interim

I

Provisional

PV

SEX:

Male

M

Female

F

RACE:

White W

Black B

Oriental O

Hispanic H

Am. Ind. AI

Other

OTH

Full-time

FT

Part-time

PT

PREPARED BY: _____