# NOTICE OF EMPLOYEE SEPARATION

**URGENT**
**Mail Immediately**
**Upon Separation of Any Employee**

The following employee was separated TODAY:

TALX Employer Services
PO Box 1160
Columbus, OH 43216

**DIRECT FAX: 1(866) 848-0100**

(Name)

(Social Security Number)

(Job Title and Description)

Wages Reported to State of

First day worked _____ Rate of Pay: Starting _____

Last day worked Rate of Pay: Ending

**REASON FOR SEPARATION**
(Check one and explain under remarks)

**01 - Lack of Work**

| | | |
|---|---|---|
| | 0100 | No other information |
| | 0101 | Reduction in force |
| | 0102 | Job eliminated |
| | 0103 | Reorganization |
| | 0104 | Completed Assignment: did not call avail. |
| | 0105 | Completed Assignment: called in available |
| | 0106 | End of temporary employment |
| | 0107 | End of seasonal employment |
| | 0108 | Project completed |
| | 0109 | Casual |
| | 0111 | Partially unemployed - reduced hours |
| | 0113 | On call |
| | 0116 | Temporary |
| | 0120 | Plant closed |

**02 - Not Separated**

| | | |
|---|---|---|
| | 0200 | Not separated |
| | 0204 | Disciplinary layoff |
| | 0211 | Change in other employment |
| | 0214 | Inclement weather |

**03 - Quit**

| | | |
|---|---|---|
| | 0300 | Reason unknown |
| | 0301 | Abandoned job |
| | 0302 | Walked off job |
| | 0303 | Did not return from leave |
| | 0304 | Did not return from layoff |
| | 0305 | Personal-not job related |
| | 0306 | School |
| | 0307 | Marriage |
| | 0308 | Relocate |
| | 0309 | Family obligations |
| | 0310 | Unable to obtain baby-sitter |
| | 0311 | Transportation |
| | 0314 | Continued Employment: New Owner |
| | 0315 | Accept another job |
| | 0316 | Go into own business |
| | 0320 | Illness |
| | 0321 | Maternity |
| | 0326 | Enter military |
| | 0330 | Dissatisfaction-work hours |
| | 0331 | Dissatisfaction-salary |
| | 0332 | Dissatisfaction-working conditions |
| | 0333 | Dissatisfaction-performance review |
| | 0334 | Dissatisfaction-supervisor |
| | 0335 | Dissatisfaction-company policies |
| | 0350 | In Lieu of Discharge ( Protest) |
| | 0351 | In Lieu of Discharge (No Protest) |

**04 - Discharge**

| | | |
|---|---|---|
| | 0400 | No other information |
| | 0401 | Insubordination |
| | 0402 | Violation of co. rules/policies |
| | 0403 | Violation of safety rules |
| | 0404 | Reported under influence alcohol |
| | 0405 | Reported under influence drugs |
| | 0410 | Destruction of co. property-willful |
| | 0411 | Destruction of co.property-carelessness |
| | 0412 | Fighting on company property |
| | 0413 | Leaving work station |
| | 0415 | Falsification of emp. Application |
| | 0416 | Dishonesty-falsified co. records |
| | 0417 | Dishonesty-unauthorized removal of company property |
| | 0418 | Dishonesty-monetary theft |
| | 0419 | Dishonesty-other |
| | 0425 | Absenteeism-unreported |
| | 0426 | Absenteeism-excessive and/or unauthorized |
| | 0428 | Tardiness-frequent |
| | 0431 | Failed to maintain union status |
| | 0432 | Excessive garnishments |
| | 0436 | Quality of work |
| | 0437 | Quantity of work |
| | 0438 | Poor performance |
| | 0439 | Probationary-not qualified for job |
| | 0440 | Poor judgment-no misconduct |
| | 0441 | Lack of technical knowledge |
| | 0451 | Inability to work-illness |
| | 0452 | Failure to pass physical |

**07 - Leave of Absence**

| | | |
|---|---|---|
| | 0700 | No other information |
| | 0701 | Illness |
| | 0702 | Maternity |
| | 0705 | Injury-work connected |
| | 0706 | Injury-not work connected |
| | 0710 | Military |
| | 0711 | Family Obligations |
| | 0712 | Personal |
| | 0713 | School |
| | 0714 | Other |

**05 - Vacation**

| | | |
|---|---|---|
| | 0500 | No other information |
| | 0501 | Scheduled vacation with pay |
| | 0502 | Shutdown for vacation |
| | 0503 | Shutdown for vacation, eligible for vac. pay |
| | 0504 | Shutdown for vacation, eligible for partial vacation pay |

**08 - Retirement**

| | | |
|---|---|---|
| | 0800 | No other information |
| | 0801 | Voluntary-with pension (contributory) |
| | 0802 | Voluntary-with pension (non-contributory) |
| | 0803 | Voluntary-without pension |
| | 0806 | Contractual-with pension (contributory) |
| | 0807 | Contractual-with pension (non-contributory) |
| | 0808 | Contractual-without pension |
| | 0811 | Involuntary-with pension (contributory) |
| | 0812 | Involuntary-with pension (non-contributory) |
| | 0813 | Involuntary-without pension |
| | 0816 | Disability-job related |
| | 0817 | Disability-not job related |

**06 - Labor Dispute**

| | | |
|---|---|---|
| | 0600 | No other information |
| | 0601 | Member of striking union |
| | 0602 | Refused to cross picket line |
| | 0603 | Strike-other union |
| | 0604 | Company lockout |
| | 0605 | Unsanctioned strike |

**90 - Miscellaneous**

| | | |
|---|---|---|
| | 9000 | No information whatsoever |
| | 9001 | Refusal to work |
| | 9002 | Change of status |
| | 9003 | Transfer to new location |
| | 9099 | Death |

REMARKS _____

REMUNERATION PAID AFTER SEPARATION:

Vacation Pay $ _____
Allocated _____
Severance Pay $ _____
Allocated _____

Pension $ _____
☐ Financed Wholly by Employer
☐ In Part by Employer

ADDITIONAL REMARKS ON 2ND PAGE ☐

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

LOCATION #: _____

SUBMITTED BY: _____

PHONE # _____

FAX # _____

E-MAIL ADDRESS _____