Notification To Remove Employee From Main Payroll

Instructions: This form must be completed and submitted to the Central Human Resources unit, prior to distribution/deposit of paychecks, for those employees whose employment or leave status requires, or may require, that they receive less than a full paycheck.

Such employment or leave status includes:

Termination of employment (other than the last day of the month)

Any period of unpaid leave to include: leave without pay (regular, family and medical, military, worker's compensation with or without supplement), suspension without pay, unauthorized absence.

Work Locator	Name of Employee	SS # (Last 4 Only)	Empl ID #	Date of Status Change	Explanation