



MARICOPA COUNTY TERMINATION/RETIREMENT PERSONNEL ACTION FORM

BASIC INFORMATION

Employee ID: [REDACTED]	Department # 290	Effective Date 11/2/16 <small>(1st Day Employee Termed/Retired)</small>	Last Physical Day Worked 11/1/16 <small>Is Employee on Leave?</small>
EMPLOYEE NAME: Wade, Norman Arch <i>(Last Name followed by comma, First Name, Middle Initial or Name - Use name as it appears on Social Security Card)</i>		There should be no gap between the Last Physical Day Worked and the Effective Date. This includes employees on Administrative Leave. If there is a gap, detail why in the comments section of this form.	

JOB DATA

Action Code: Retirement
(Click on the line above, a drop down menu with the Action Codes will appear)

Action Reason Code: RET-Retirement
(Click on the line above, a drop down menu with the Action Reason Codes will appear)

Comments:

NOTE – Attach all required or supporting documentation (letter of resignation, disciplinary letter's pertaining to termination, change of address, etc.)

EMPLOYMENT DATA

1. Is the employee currently on a Special Work Assignment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Is the employee currently receiving Multilingual Pay?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Is the employee currently receiving Management Assignment Pay?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. Has the employee received any tuition or moving reimbursement in the last 12 months that needs to be recovered?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

IF BOXES 1 – 3 ARE CHECKED YES, EMPLOYEE RECORDS WILL AUTOMATICALLY STOP/RETURN THE EMPLOYEE FROM THE ASSIGNMENT, A SEPARATE FORM TO RETURN THE EMPLOYEE WILL NOT BE REQUIRED.

EMPLOYEE RECORDS PURPOSES ONLY

1. Does the employee have a Manual RID entry?
2. Does the Effective Date and Last Day Worked fall into the current and prior pay period?

REQUIRED SIGNATURE APPROVAL

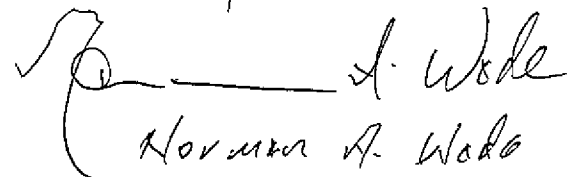
APPOINTING AUTHORITY (or designee) May Ellen Suppaud	DATE 11/1/2016	DEPARTMENTAL BUDGET OK (or designee)	DATE
PAF COMPLETED BY: [REDACTED]	PHONE #: [REDACTED]	DATE: 11/1/16	ENTERED/AUDIT
ENTERED BY NOV 02 2016		NOV 03 2016 CHRISTOPHER P FENDERSON	
<small>Human Resources Employee Records – Entered</small>		<small>Human Resources Employee Records – Audited</small>	

November 2, 2016

To Whom It May Concern,

Please accept my resignation
that is effective immediately as
directed.

Sincerely,


Norman A. Wade
811043586

RECEIVED
ASST. DIR. OF CORRECTIONS
STATE OF CALIFORNIA
SAC, SACRAMENTO