



Metropolitan State University of Denver
Temporary Employment Separation Form

Employee Classification:

- Administrative Hourly (12-month duration, must submit new PAF every 12 months)
Classified Hourly (9-month duration, must take 3 months off)

Employee's Name: 90 #:
MSU Denver Email:
Department: Effective Date of Separation:

Reason for Separation:

(Timesheet processed on normal payroll schedule)

- Employee has voluntarily left the position
Employee has exhausted their duration of the contract
Transferred to a Permanent Position
Other

Comments (Optional):

If you are terminating a temporary employee from their position, as their supervisor you must immediately notify Human Resources. As required by law, the final paycheck needs to be issued within 24 hours of Termination. Submit your Web Time Entry approval or attach the last time sheet to this form and submit both items to HR immediately.

Supervisor Name: Phone #:

Supervisor Email:

Supervisor Signature: Date:

Table with 4 columns: Final Check Approval Signature, Date, Date Changed in System, Final Check Issued, Date, HR Rep Initials, Remove Access Form, Inactivate File: Y/N, Date.