

Check Appropriate Box: ORIGINAL REVISED

Completion Instructions

- Supervisors complete this form as soon as possible upon notification of termination of an employee. Complete all portions of page 1.
- The terminated employee reads and signs on page 2. California employees must sign twice.
- Upon completion of form, supervisor faxes page 1 and 2 of this form to your Insperty payroll specialist.**
- Call your Insperty payroll specialist if you have any questions.

To Be Completed by the Onsite Supervisor or Designee

Employee First Name Jascha	MI	Last Name Franklin-Hodge	Last 4 Digits of Social Security No.	Insperty Employee ID No. <input checked="" type="checkbox"/> OR 3309208
Work State MA	Client Company Name 4576200			Client Number
Effective Date of Termination* <input type="text" value="12/22/2021"/>	*This date is typically the last actual date worked and the date through which the employee is paid regular wages. Contact your Insperty HR specialist for questions regarding the Effective Date of Termination.			Last Active Date Worked 12/22/2021
<input type="checkbox"/> I have confirmed that the TimeStar record of hours worked is accurate for this employee and should be used for final payment.				
Number of Regular Hours Owed 40	Rate of Regular Pay 99.04	Number of Overtime Hours Owed	Rate of Overtime Pay	

Additional Pay to be Given by Client at Termination * (See page 3 for definitions.)

PTO/Vacation Pay	Amount \$ 6,089.97	No. of Hours Covered 61.49	Wages in Lieu of Notice	\$ _____
Double Time Pay	\$ _____	_____	Commissions and/or Bonuses	\$ _____
Missed Meal Periods	\$ _____	_____		
Severance/ Separation Pay \$ _____	Is the employee required to sign a separation release? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, select one of the following: <input type="checkbox"/> Using an Insperty prepared release (request from HR specialist) <input type="checkbox"/> Using a client drafted release (provide a copy to HR specialist)		

*This does not create policy or rights to these types of pay.
Final Check(s) to be sent to Employee's Home Address Client Location _____
• Texas employee's LIVE checks will go by registered mail unless otherwise designated

Check Reason for Termination (Check only one. See page 3 for definitions.)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 1. Layoff | <input checked="" type="checkbox"/> 4. Resignation with Notice | <input type="checkbox"/> 7. Death | <input type="checkbox"/> 10. Invalid I-9/Background Check Discrepancy |
| <input type="checkbox"/> 2. Misconduct | <input type="checkbox"/> 5. Resignation without Notice | <input type="checkbox"/> 8. Job Abandonment | <input type="checkbox"/> 11. Exhausted Available Leave |
| <input type="checkbox"/> 3. Unsatisfactory Job Performance | <input type="checkbox"/> 6. Retirement | <input type="checkbox"/> 9. Invalid SSN | <input type="checkbox"/> 12. Executive Restructure |

Check if Applicable <input type="checkbox"/> I have given verbal or written counseling or warnings to the employee prior to termination.	Eligible for Rehire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Check One of these Statements (except for employees who work in the state of California; for California, see page 2)

I would like a physical, negotiable paycheck for payment of final wages for the employee. (Notify the employee if payment of final wages will be a physical, negotiable paycheck.)

I have notified the employee who uses direct deposit that the payment of final wages will be direct deposited into the employee's financial institution. The employee will be able to access his/her paystub online through Insperty Premier™ and can obtain a written copy of his/her paystub information at any time by making a request to Insperty and/or client company.

I have collected the following items from the employee:

Company Credit Card(s) Company Identification Card(s)
 Company Property (tools, uniforms, keys, computer, phone, etc.)

Signature of Onsite Supervisor or Designee	Date Signed (mm/dd/yyyy)
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To Be Completed by Terminated Employees in California ONLY

For California Employees Only
 Employees who work in the state of California must check one of the statements below, sign and date. If the California employee does not sign and date a statement below, the employee must receive a physical, negotiable paycheck for payment of final wages.

California Employees Check One of these Statements

I would like a physical, negotiable paycheck for payment of my final wages.

Only available where this Employee Termination form is submitted to the Insperity payroll specialist at least 2 banking days prior to the employee's termination date.

I hereby voluntarily request that my final wages be "direct deposited" into my financial institution on the date of my termination, in which case I understand that I will receive the benefit of automatic deposit subject to whatever ordinary delays to crediting my account that might occur due to ordinary bank procedures. I understand that the "direct deposit" procedure requires that an automated file be prepared by and sent to the Originating Depository Financial Institution and processed through the Automated Clearing House network to the Receiving Depository Financial Institution which is my chosen financial institution. I further understand that this financial transaction may take up to 2 business days. I further acknowledge that I will be able to access my paystub online through Insperity Premier and that I can obtain a written copy of my paystub information at any time by making a request to Insperity and/or client company.

Acknowledgment for California Employees Only
 I hereby agree that, by requesting "direct depositing" of my final wages on my date of termination, I will be deemed to have been paid my final wages on such date of termination as required by California labor code sections 201 and 202. I further acknowledge, however, that, provided the direct deposit information has not been transmitted already, I can revoke this request for direct deposit at any time up to the date of my termination, and instead, I may request, or my supervisor may request on my behalf, a physical negotiable paycheck for payment of final wages.

California Employee Signature	Date Signed (mm/dd/yyyy)
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To Be Completed by ALL Terminated Employees

The above information regarding the termination of my employment has been discussed with me. I also understand that payment of final wages may or may not be by direct deposit. I understand that if I am covered by the Insperity Group Health Plan and want to continue my coverage, I must complete the COBRA Enrollment form, which will be sent to me by Insperity, and timely return it along with any required payment. I have no property belonging to Insperity or the client company. I understand that the client company is solely obligated for all client company initiated programs, policies and practices including, but not limited to, vacation, sick time, paid time off, paid leave of absence, severance, bonus, commissions, stock option grants or deferred compensation plans, even though payments may be processed through Insperity.

Employee First Name Jascha	MI	Last Name Franklin-Hodge
Employee Signature	Date Signed (mm/dd/yyyy)	Last 4 digits of Social Security No. OR 3309208
Forwarding Mailing Address		Home Phone No.
City	State	ZIP Code

***** **Completed By Insperity Payroll Services** *****

Entered By	COBRA Sent By	Date Signed (mm/dd/yyyy)
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Termination Reason Definitions

1. **Layoff** - Employer terminates employment relationship due to lack of available work, position elimination, or company restructuring, which may be due to a change in the client company’s business operations or some other circumstance unrelated to the employee’s conduct or performance.
2. **Misconduct** (may include, but is not limited to, the following):
 - **Absenteeism** - Employee repeatedly fails to report to work as scheduled and in accordance with written or customary company policy.
 - **Insubordination** - Employee refuses to follow the legitimate instructions of management or a supervisor related to performance of the job.
 - **Tardiness** - Employee repeatedly is late reporting to work at scheduled time and in accordance with written or customary company policy.
 - **Violation of Policy, Rule or Procedure** - Employee fails to perform the job in compliance with policies, rules or procedures (either written or customary to the job) in a manner that affects the orderly work and the safety of employees.
3. **Unsatisfactory Job Performance** - Employee cannot perform the job in a manner satisfactory to job standards; employee is performing to the best of his/her ability, but does not have necessary skills or experience for success in the position; no misconduct involved. This includes a situation where an employee fails to meet company background check practices.
4. **Resignation With Notice** - Employee initiates separation from work by giving notice (customarily two weeks) that the employee is terminating the employment relationship.
5. **Resignation Without Notice** - Employee initiates separation from work without giving advance notice that the employee is ending the employment relationship.
6. **Retirement** - Retirement of an employee.
7. **Death** - Death of the employee.
8. **Job Abandonment** - Employee is absent for three or more workdays and fails to properly report the absences. This will be considered a resignation, and the employee will be terminated for job abandonment.
9. **Invalid SSN** - The employee’s social security number is invalid.
10. **Invalid I-9/Background Check Discrepancy** - The employee fails to present original documents or documents that establish identity and/or employment eligibility within three business days of the date employment began; or the employee’s documents that establish employment eligibility have expired. Employee fails to meet the background check criteria relevant to the position.
11. **Exhausted Available Leave** – Employee does not return to work after using all time available for leave of absence.
12. **Executive Restructure** - Employee is in executive position and decision has been made to restructure management. Includes situations where client and executive employee have reached a mutual understanding that business is going in a different direction. Also includes situations where executive employee’s employment contract has ended and is not being renewed. Contact your Insperity HR specialist for guidance on using this code.

Other Definitions

PTO/Vacation Pay - Pay owed by the client company to which the employee may be entitled, based on written client company Policy.

Wages in Lieu of Notice - Wages that the client company elects to pay to the employee because working through the notice period is not practical under the circumstances.

Commissions and/or Bonuses - Commissions and/or bonuses paid by client company.

Severance/Separation Pay - Amount that the client company elects to pay an employee at termination.

These definitions and categories are informational only. These are not to be interpreted as a contract between Insperity and any of its employees or the client and any employee, nor should this form be interpreted as creating any policy, plan or practice.