



**Notification of Change in Status
(Resignation, Retirement, or Transfer)**

Employee Name _____ WIN _____
First Last

Cell/home phone number _____ Personal email address _____

Position Title _____ Position # _____

Department Name _____ Supervisor Name _____

Last Day of Employment _____ Select one Staff Faculty Student
Month Day Year

NOTE: Check with Human Resources for the appropriate separation date due to payroll and/or benefit processing timelines.

This employment action represents (please check one):

Separation of all employment at Washburn. ____ (Resignation letter may be attached to this form.)

Separation of the following position(s) only:

Additional Comments:

Position Title	Position Number

Reason for Change in Status: _____ (Please enter code from list below.)

Change in Status Codes

- | | | | |
|------------------------------------|-----------------------------------|------------------------------------|---|
| AB Left work, no notice | GR Non-renewal of Grant | NR Non-renewal of Contract | RS Resigned |
| DI Disability | MO Relocation from Area | PB Probationary Termination | SC Returned to School |
| DM Demotion | NR Non-renewal of Contract | PE Personal (Family/Health) | ST Student Employee Not Enrolled |
| GD Graduation | OE Other employment | PR Promotion | TE Temporary Employment |
| GM Gross Misconduct | OR Other | RE Regular Retirement | TF Transfer |
| TR Terminated by University | | | |

Employee Signature Date

Supervisor Signature Date

Notice to Separating Employee: Human Resources welcomes feedback or discussion related to your employment at Washburn University through the exit interview process. If you would like to schedule an exit interview with a Human Resources representative, please contact HR at (785) 670-1538 or human-resources@washburn.edu.

Return the completed form to Human Resources human-resources@washburn.edu