

Instructions for Employee Termination Form

This form is to be completed by the employer representative not the employee.

Description: As a separate legal (entity) employer, this form is to be used anytime that you sever the employment of an employee. As a separate entity, this form is also used even to end payroll and benefits for employees that accept employment from another parish or school.

ALL LINES AND INFORMATION MUST BE COMPLETED!

1. Enter the full name of the employee ending employment with your entity.
2. Enter the employee's social security number.
3. Enter the employing parish, school, etc. name, accounting location number and phone number
4. Enter the employer's Paycor client identification number from your payroll journals
5. Check if special arrangements are being offered to this employee to continue benefits, etc. PLEASE NOTE: No special arrangements should be offered until the proposed arrangement has been discussed with the Diocesan benefits and legal offices. We want to insure that the arrangements do not constitute any type of precedent for other employees or discrimination.
6. Describe the special arrangements so that the payroll and benefit offices can appropriately code the arrangements.

Remember to sign and date the form before submission. As noted, this form may only to be signed by an authorized person with the employer, not the new employee.

Also, remember to complete the Employee Separation Form from Corporate Cost Control so that an unemployment claim can be properly adjudicated.

Once the forms are completed, all documents should be mailed, emailed or faxed to:

Diocese of Pittsburgh
Employee Benefits Office
111 Boulevard of the Allies
Pittsburgh, PA 15222
Email: benefits@diopitt.org
Fax: 412-456-3050

**EMAILED FORMS WILL RECEIVE A CONFIRMATION THAT DATA IS RECEIVED.
FAXED FORMS MAY RECEIVE A CONFIRMATION DEPENDING ON OUR
WORKFLOW.**

ONLY SEND ONE COPY OF THE FORMS TO THE ADDRESS LISTED ABOVE. DO NOT SEND MULTIPLE COPIES BECAUSE THIS CAUSES DUPLICATION OF WORK.

Forms must be received on the following schedule:

- ✓ For the 10th payroll – Forms must be received by the 26th of the prior month.
- ✓ For the 26th payroll – Forms must be received by the 10th of the month.