

**Gilroy Unified School District
Employee Termination Report**

GUS #107
Revised 2/04

Classified () Certificated () Management ()

Name _____ SS# _____ Last Day Worked _____

Reason for severance of employee/employer relationship _____

*Attach letter of resignation

Personnel Technology Termination Request

Note: Data is not recoverable once deleted. (Must be approved by Program/Site Administrator)

Delete: ☐ E-mail Access ☐ Voice Mail ☐ Eagle Account (Student Information Systems)

Assignment: _____ Site: _____ Room/Location: _____

Files: ☐ Delete ☐ Transfer to _____ ☐ Other

Passwords: E-mail _____ Voice Mail _____ Eagle _____

Signature of Immediate Supervisor

Date

Business Services Approval

Date

Human Resources Approval

Date

To be completed by Human Resources

Collecting/Retiring from Social Security? Yes () No ()

Retiring from STRS? Yes () No ()

Retiring from PERS? Yes () No ()

Vacation pay-off Yes () No () \$ _____

Sick Leave pay-off Yes () No () \$ _____

PERS Retirement Refund Form completed? Yes () No ()

Benefits: _____

Board Agenda _____

Date

Distribution: White – Human Resources Yellow – Payroll Pink – Business Services
Goldenrod – IT Department Green – Benefits