

Wage Termination Form

Requesting department should complete the below information, save form, and email to HRservices@psu.edu. Please note: Departments who complete their own hiring and IBIS form enter do NOT need to complete this form or contact HR Services. These areas should proceed with processing the WTER and then send completed HR102 Transfer/Separation Checklist to HR Services.

Employee Name: _____ PSU ID: _____

Administrative Area: _____ Department: _____

Supervisor Name: _____

Please terminate the above employee from the following positions:

Title: _____ WAPP #: _____

Termination Effective Date (last day at work): _____

Reason for Termination:

- Accepted full-time position
- Work/assignment completed
- Non-returning student
- Involuntary Termination/Discharge
- Other (Please briefly explain)

Ineligible for Rehire

I attest that the HR102 Transfer/Separation Checklist will be completed by the supervisor and sent to HR Services upon completion.