



# California Self Determination Employee Termination Form

Managing Parties must complete this form to terminate all employees and notify Mains'l to process their final paycheck. Once completed, submit the form to your assigned Mains'l Support Specialist. Be sure to submit any outstanding mileage claims or other payments due to the employee along with this form.

## Managing Party Section:

### Employee/Participant Information:

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Participant Name: \_\_\_\_\_ Mains'l ID: \_\_\_\_\_  
Date of Separation: \_\_\_\_\_

### Reason for Termination:

Did not start (DNS)- hired but never began working

Voluntary Resignation- Employee choose to end employment

Involuntary Termination- Employment ended at the decision of the employer

System Clean up: Last worked \_\_\_\_\_

Other: \_\_\_\_\_

Does this employee have hours that need to be entered in Navigation Plus?      Yes      No

Have all employee hours been verified and approved in Navigation Plus?      Yes      No

Does this employee have mileage or other expenses to be paid?      Yes      No

**Managing Parties please verify all hours have been entered into and are approved in Navigation plus prior to submitting this form**

Managing Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Mains'l Services Staff Use:

Additional Notes:

\_\_\_\_\_  
\_\_\_\_\_

SS Nav Plus Verified      Mileage/expenses submitted to operations      SS submitted to payroll

Support Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* All forms should be submitted to payroll, FMS Senior Manager, Operations(mileage)\*\*