

Online Termination Form - Matrix for Voluntary Terminations

	Appointment Type								
	Academic Regular (Continuing, Contingent, Limited Term)	*Term Certain (Sessional) Academic	Regular Salaried AUPE/MaPS	*Term Salaried AUPE/MaPS (Fixed Term, Limited Term, Temporary etc)	*Non-Classified Salaried	*Postdoc /Postgrad	Hourly	*Graduate	Scholarship Job Records
Termination Form Required?	no	yes	yes	yes	yes	yes	yes	yes	no

* These appointments all have expected end-dates, and will end automatically after their expected end-date. A termination form is only required if the appointment is ending voluntarily ahead of that date.

Please Note:

- Involuntary Terminations cannot be processed with the online termination form. Please see your HR Services team for assistance with the involuntary termination process
- Casual or Student Hourly jobs will automatically terminate after 6 months of timesheet inactivity. However if the hourly or student job has ended, managers ***should not*** wait for the six month auto term process to run, they should submit a Job Termination Request form to terminate the hourly job record.
- Manager and Employee offboarding checklists should be reviewed and all applicable activities actioned whenever an employee terminates and has no other active jobs and/or is not a student at the university.