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EMPLOYEE SERVICES

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[Home](#) > Terminate an Employee (Including Retirements)


Terminate an Employee (Including Retirements)

Download this guide to terminate an employee, including employees who are retiring.

Termination Effective Date: The effective date of the Termination is the day AFTER the last day the employee works. In other words, it is the first day the employee no longer works for the university, even if that day is a Saturday.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [Terminate-an-Employee.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/terminate-employee-including-retirements>

Links:

[1] http://www.cu.edu/sites/default/files/policies/docs/Terminate-an-Employee_0.pdf