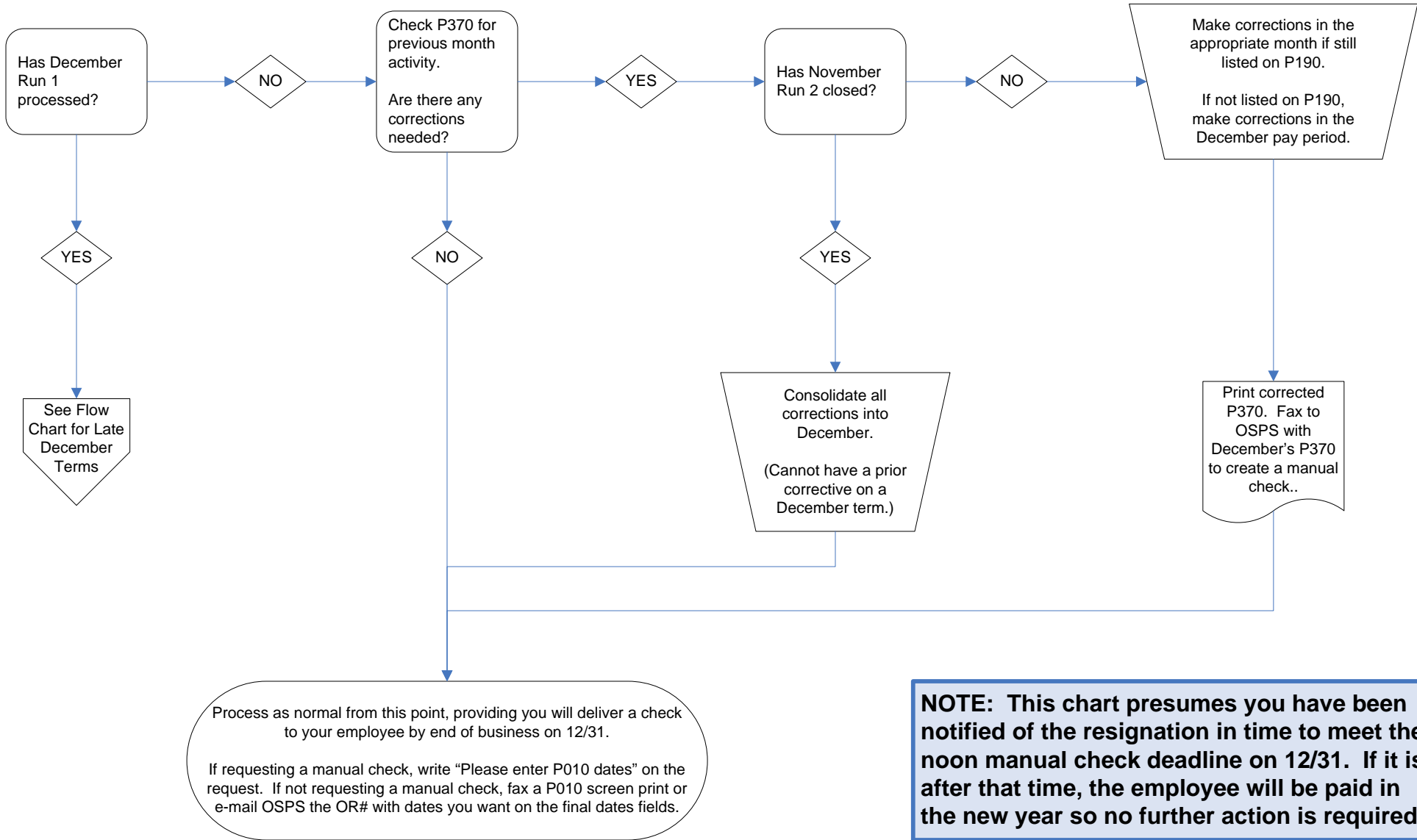


# DECEMBER TERMINATIONS (NOT TRANSFERS)



**NOTE: This chart presumes you have been notified of the resignation in time to meet the noon manual check deadline on 12/31. If it is after that time, the employee will be paid in the new year so no further action is required.**