



EMPLOYEE ACTION FORM

Employee Information

Employee Name _____ Position/File ID _____

Employment Changes

Only complete this section if applicable

Date Requested _____ Effective Date _____
Requested By _____ Approving Manager _____
☐ Promotion ☐ Demotion ☐ Transfer ☐ Pay/Status Change

*Please denote **ONLY** old & new information changing as a result of this action*

<u>Category</u>	<u>Old Information</u>	<u>New Information</u>
Job Title	_____	_____
Salary	_____	_____
Pay Type	_____	_____
Worker Type	_____	_____
Department	_____	_____
Location	_____	_____
Reports To	_____	_____
Other	_____	_____
Comments	_____	
Retroactive Change?	☐ Yes ☐ No	Change to benefits eligibility? ☐ Yes ☐ No

Additional Wage Payments

Only complete this section if applicable

Bonus Reason Types _____ Sign-On, Recognition, Referral, Relocation, Retention
Other Reason Types _____ Extra Duty Pay, Incentive Pay, Other (explain in comments)
Reason Category ☐ Bonus ☐ Other Reason Type _____
Payment Date _____ Amount (\$) _____
Reason Comments _____

Terminations

Only complete this section if applicable

Facility/Location _____ Job Title _____
Pay Rate (\$) _____ ☐ Hourly ☐ Salary Eligible for Rehire ☐ Yes ☐ No
Hire Date _____ Last Day Worked _____ Effective Date _____

NB: If the last day worked (LDW) noted above differs from the timecard entries, the timecard will supersede.

Termination Type ☐ Involuntary ☐ Voluntary ☐ Deceased ☐ Retired

Termination Reason

Termination Comments

For Voluntary Terminations: Please detail any reason(s) given by the employee for their resignation.

For Involuntary Terminations: Please detail the violations(s), misconduct, or other reason(s) which resulted in the employee's termination.

Was Notice Given? If Yes, how much? _____ Completed Notice Period? ☐ Yes ☐ No

Voluntary Reasons Job Abandonment, Other Work, Dissatisfaction (Pay, Position, Manager, Schedule, Benefits), Relocation, Education, Medical, Family Obligations, Didn't Return from LOA, End of Internship/Assignment, Quit/Resigned w/o reason, No Show/Non-Start

Involuntary Reasons Violation of Company Policy and/or Procedure, Absenteeism/Tardiness, Gross Misconduct, Performance/Job Expectations Not Met, Failure to meet job requirements, Position Eliminated, Unable to Verify US Employment Eligibility

All Company-Issued Property Returned? ☐ Yes ☐ No Severance ☐ Yes ☐ No
Contact Address/Phone # Verified? ☐ Yes ☐ No (Please provide a copy of executed severance agreement).

Additional Comments: _____

Manager Signature _____

(Approving/Terminating Manager)

Date _____



Employee Action Form Guide

The *Employee Action Form* is used to document employee changes (promotions, demotions, transfers, and pay/salary changes, additional wage payments (bonuses and other one-time pay items), and terminations (involuntary & voluntary terminations, retirements, and deaths)

Guidelines for completing the form:

- ✓ Make sure to include the position/file ID number (available on the ADP employment profile)

For Job Changes

- ✓ Please select one change type from the options listed.
- ✓ Ensure the effective date listed is the first Sunday of the corresponding pay period.
- ✓ Please only list information which is changing – leave all other fields blank.
- ✓ Please obtain your manager's approval prior to submitting form to HR

For Additional Wage Payments

- ✓ Please select the appropriate reason and list the reason type accordingly.
- ✓ Payment dates should be a regularly scheduled payday, unless otherwise required.
- ✓ Please provide additional comments when applicable.

Terminations

- ✓ Please fill out completely (fill in the blanks and select checkboxes as applicable)
- ✓ Please reference definitions below & list the corresponding reason on the form.
- ✓ Please provide all supporting documentation with completed form.

Termination Reason Definitions:

(V) = Voluntary Reasons / (IV) = Involuntary Reasons

Termination Reason	Definitions
Job Abandonment (V)	Three (3) consecutively scheduled shifts which were no call/no shows.
Other Work (V)	Accepting work with another company or resigning to actively seek employment elsewhere, such as in a chosen field.
Pay Dissatisfaction (V)	Unsatisfied with current pay/salary rate and a retention adjustment is not possible or unacceptable
Position Dissatisfaction (V)	No longer happy with their job role itself (i.e. work is no longer suitable, fulfilling, or aligned with their interests, skills, or career goals)
Manager Dissatisfaction (V)	Unhappy with their manager (ex. leadership style, poor communication skill, lack of support, personality conflicts, etc.)
Schedule Dissatisfaction (V)	Disappointed with their current schedule or change in schedule
Benefit Dissatisfaction (V)	Resigned due to not being happy with the benefit offerings.
Relocation (V)	Moving to a different area and there is no available opportunity to transfer.

Termination Reason	Definitions
Education Reasons (V)	Resigned to pursue further education or training
Medical Reasons (V)	Employee resigned from position due to personal medical reasons.
Family Obligations (V)	Resignation in order to address personal family needs, such as caring for a child, spouse, parent, etc.
Didn't Return from LOA (V)	Employee did not return from LOA and failed to respond to contact attempts to confirm if/when they intended to return to work.
End of Internship/Assignment (V)	Internship or temporary assignment ended.
Quit/Resigned w/o reason (V)	Resignation without any reason or explanation provided & unable to obtain a reason
No Show/Non-Start (V)	Employee did not show for their first day of work, nor contacted the company to change their start date.
Retirement (V)	Employee self-identifies as retiring from the company
Deceased (V)	Active employee dies
Violation of Company Policy and/or Procedure (IV)	Documented violation of established company policies and/or procedures as outlined in the employee handbook and/or SOPs (ex. misconduct, safety violations, harassment, cGMP procedures, etc.)
Absenteeism/Tardiness (IV)	Termination is due to repeated unexcused absences or tardiness, regardless of reason.
Gross Misconduct (IV)	Termination due to the most serious offenses by an employee, such as illegal activity, safety threats, or actions with potential legal consequences for the employee or company. These cases typically require involvement from senior leadership, law enforcement, and/or legal counsel.
Performance/Job expectations not met (IV)	Termination is due to poor work performance or not meeting job expectations but not related to misconduct or policy/procedural violations. This includes employees coached out via a PIP.
Failure to meet job requirements (IV)	Failed to meet job requirements, licenses expired, unable to meet physical requirements, etc.
Position Eliminated (IV)	Separation due to employee's position being eliminated or a reduction in force
Unable to Verify US Employment Eligibility (IV)	Unable to confirm US Employment eligibility - i.e. unable to provide acceptable I-9 documentation or E-Verify returned a Final Nonconfirmation (FNC) result.

Final Note:

If you have any questions or need assistance completing the *Employee Action & Termination Form*, please contact Human Resources at hr@radiopharmacy.com.