



# PAYROLL/PERSONNEL LAYOFF ADMINISTRATION WORKSHEET UPAY781 (8/92)

COMPLETE ONE SHEET PER EMPLOYEE

TRAN CODE	EMPLOYEE ID NUMBER	DATE PREPARED	EMPLOYEE NAME
1 2 4	12 13	18	
LF			

A/D/C	TITLE CODE	LAYOFF DEPT CODE	LAYOFF UNIT CODE	LAYOFF NOTICE DATE	LAYOFF %TIME	LAYOFF SALARY	
19	20 23 24	29 30	35 36	41 42 44	45	RATE	IND 51 52

PREFERENTIAL REHIRE RIGHTS							RECALL RIGHTS																														
53	BEGIN	DATE	58	59	EXP	DATE	64	65	SUSP BEGIN or	RSN	71	72	SUSP	END	DATE	77	78	BEGIN	DATE	83	84	EXP	DATE	89	90	SUSP BEGIN or	RSN	96	97	SUSP	END	DATE	102				

A/D/C	TITLE CODE	LAYOFF DEPT CODE	LAYOFF UNIT CODE	LAYOFF NOTICE DATE	LAYOFF %TIME	LAYOFF SALARY	
19	20 23 24	29 30	35 36	41 42 44	45	RATE	IND 51 52

PREFERENTIAL REHIRE RIGHTS							RECALL RIGHTS																														
53	BEGIN	DATE	58	59	EXP	DATE	64	65	SUSP BEGIN or	RSN	71	72	SUSP	END	DATE	77	78	BEGIN	DATE	83	84	EXP	DATE	89	90	SUSP BEGIN or	RSN	96	97	SUSP	END	DATE	102				

A/D/C	TITLE CODE	LAYOFF DEPT CODE	LAYOFF UNIT CODE	LAYOFF NOTICE DATE	LAYOFF %TIME	LAYOFF SALARY	
19	20 23 24	29 30	35 36	41 42 44	45	RATE	IND 51 52

PREFERENTIAL REHIRE RIGHTS							RECALL RIGHTS																														
53	BEGIN	DATE	58	59	EXP	DATE	64	65	SUSP BEGIN or	RSN	71	72	SUSP	END	DATE	77	78	BEGIN	DATE	83	84	EXP	DATE	89	90	SUSP BEGIN or	RSN	96	97	SUSP	END	DATE	102				

PREPARED BY:	DATE	PHONE
AUTHORIZED BY:	DATE	PHONE

RETN: PENDING