



**PAYROLL/PERSONNEL
LAYOFF ADMINISTRATION WORKSHEET
UPAY917 (02/04) R1553**

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

A / C	TITLE CODE	LAYOFF DEPT CODE	LAYOFF NOTICE DATE	SEVERANCE PAY				SEVERANCE PAYBACK	
				AMOUNT PAID	DAYS	IND	AMOUNT		
19	20 23 24	29 30	35	36	43 44 45	46	47	54	

A / C	TITLE CODE	LAYOFF DEPT CODE	LAYOFF NOTICE DATE	SEVERANCE PAY				SEVERANCE PAYBACK	
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19	20 23 24	29 30	35	36	43 44 45	46	47	54	

RETN: ACCOUNTING: UNTIL ACTION TAKEN

PAYROLL OFFICE AUTHORIZATION	
PREPARED BY:	DATE
APPROVED BY:	DATE