



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

TRAN CODE	EMPLOYEE ID NUMBER	DATE PREPARED	EMPLOYEE NAME
1      2	4	12   13      18	
<b>LX</b>			

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