

**PEI Civil Service Superannuation Fund
Notice of Terminated Employee**

A. Personal

SIN	
Last Name	
First Name	
Other Name	
Initial	

B. Employment

Employer Name	
Employee ID no. (if applicable)	
Employee's Date of Termination (dd-mmm-yyyy)	
Reason for Termination	Resignation Retirement Lay-off
If employee is being laid-off and he/she has chosen to be placed on the recall list, please provide the date when the recall period ends.	
If employee is being laid-off, is he/she grieving the lay-off?	

Last Paid Day of Work (dd-mmm-yyyy)	
Number of Pensionable Hours on final pay	
Amount of Pensionable Salary on final pay	

Please note: Lump-sum vacation payouts are not considered pensionable therefore no pension contributions should be deducted from such lump-sum payouts.

C. Pension

Has the employee been instructed to contact the Pensions & Benefits office re: pension options available to him/her?

Submitted by _____ Date _____

For Office Use Only

1. Final Payroll Transactions Posted: (date) _____
2. Employment Status Changed to: Terminated
3. Pension Status Changed to: Deferred Pensioner, Terminated Without Benefits (i.e. non-vested), or Pensioner

Entered into Ariel by: _____ Date _____