



**Department of Transformation and Shared Services  
Office of Personnel Management  
Change in Employment Status**

Business Area	Agency Name	Effective Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PA 40**  Termination  Retirement  LWOP

Personnel Area	Personnel Number	Employee Name (Last, First, Middle Initial)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Create Actions (IT 0000)**

Reason for Action	Reason Description	Employment Subgroup (for Retirement)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Monitoring of Dates (IT 0019) Required for Termination and Retirement**

Last Day of Pay	Reminder Date
<input type="text"/>	<input type="text"/>

Return from LWOP	Reminder Date
<input type="text"/>	<input type="text"/>

**Objects on Loan (IT 0040)**

A list of objects is included with this form. (On the list, indicate each item returned and to be delimited.)

Employee Signature	Date MM/DD/YYYY	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**AUTHORIZATION:**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority Signature	Date MM/DD/YYYY
	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority Signature	Date MM/DD/YYYY
	<input type="text"/>	<input type="text"/>