

HIREGUAM EMPLOYER GUIDE

FOR ENTERING IN EMPLOYEE INFORMATION/SEPARATION NOTICES

EMPLOYEE INFORMATION

DATE OF SEPARATION:

- **Furloughed staff:** The effective date of the furlough
- **Reduced hours:** The effective date of when the employee's hours were reduced
- **Terminated/laid off:** Date of termination
- **Furloughed staff but compensated with Paid leave (sick/vacation), PPP, FFCRA:** Effective date of the furlough
 - Under "**Explain reason for separation**," indicate the date in which the staff has started to receive paid leave/PPP

DATE OF LAST WORKED:

- **Furloughed staff:** The last date that the employee physically worked
- **Reduced hours:** Because the employee is currently working, a date must still be provided. You may input today's date, or whatever the date is in which you will be inputting their information
 - Under "**Explain reason for separation**," indicate that the employee is currently working reduced hours
- **Terminated/laid off:** Date of termination
- **Furloughed staff but paid with leave or PPP:** The last date that the employee physically worked
 - Under "**Explain reason for separation**," indicate that the employee is currently receiving paid time off and when that leave was effective

EMPLOYEE DATE OF RECALL: If the employee was formerly furloughed and was offered to return to work (regardless of the number of hours available to work), indicate that date here.

- **Recall Hours:** Average number of hours worked in a week after being taken off furlough status.
- **Employee Refused Recall:** Indicate "true/yes" if the employee refused to come back to work, or work additional hours.



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FOR MORE INFORMATION CALL 311 & DIAL 6



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SEPARATION REASON:

- **Furloughed staff:** Disaster / Pandemic Lack of Work
- **Reduced hours:** Part time or reduced hours
- **New Reduced Hours:** New hours typically worked due to the Pandemic
 - Under "**Explain reason for separation.**" indicate that the employee is currently working reduced hours
- **Terminated/laid off:** Terminated / Fired
- **Furloughed staff with paid leave:** Suspended from work

BENEFIT PAYMENTS:

- **Hourly rate of pay:** Self-explanatory
- **Hours worked per week:** Typical and Normal hours worked **prior** to the Pandemic



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