



## Request for Payments for Employees Terminating Service

<b>EMPLOYEE INFORMATION</b> Select one <input type="checkbox"/> ABIS employee <input type="checkbox"/> Other		
<b>Meter Report Group</b>	<b>Organization Code</b>	<b>State</b>
<b>Employee's Name</b>	<b>Soc. Sec. No.</b>	<b>Level/Band</b>
<b>Home Address</b> <i>(For Priority states only, if left blank, check will be delivered to employee's deputy paymaster)</i>		
<b>Termination Information</b> <i>(Must match Employee Data Change Report, Form ATTO89)</i>		
<b>Reason:</b>		<b>Effective Date</b> /    /
Check here if employee is transferring into <b>SKILLS MATCH CENTER (Not applicable to ABIS)</b>		

<b>PAYMENT INFORMATION</b>				
Pay in lieu of unused (Not applicable to ABIS employees) <u>          </u> <b>APPROVED CARRY-OVER VACATION DAYS</b>				
<u>          </u> <b>CURRENT YEAR VACATION DAYS (Include Differential</b> <input type="checkbox"/> Yes <input type="checkbox"/> No)				
<u>          </u> <b>FLOATING HOLIDAYS</b> <i>(Applies only to employees working in CA, IL, MS, ND, OH.)</i>				
<u>          </u> <b>MANAGEMENT PERSONAL DAYS /OCCUPATIONAL EXCUSED WORKDAYS</b> <i>(Applies only to employees working in CA, IL, MS, ND, OH.)</i>				
Pay in lieu of unused (ABIS employees only)				
<u>          </u> <b>CURRENT YEAR VACATION HOURS</b>				
<u>          </u> <b>FLOATING HOLIDAYS (enter number of days)</b>				
Pay in lieu of NOTICE for <u>          </u> days when required <i>(Generally, does not exceed 2 weeks. Not applicable for FMP cases.)</i>				
Reconcile <u>          </u> <b>UNUSED VACATION BUY DAYS. IMPORTANT: Submit U521 to Payroll before year-end to permit reimbursement of payroll allotments for unused days and correction of pre-tax records. (Not applicable to ABIS)</b>				
<b>PAY PRIOR TO NEXT REGULAR PAY PERIOD</b> per state law (consult with regional attorney) <b>IMPORTANT</b> Enter current time data below as reported using the normal time reporting process				
<b>Check here if differential applies for current time data inserted below</b>				
<b>Week Ending</b>	/ /	/ /	/ /	/ /
	<b>CODE HR / \$</b>	<b>CODE HR / \$</b>	<b>CODE HR / \$</b>	<b>CODE HR / \$</b>
<b>SUNDAY</b>				
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				
<b>SATURDAY</b>				

<b>PREPARER'S INFORMATION</b>		
<b>NAME (Printed)</b>	<b>Phone No.</b>	
<b>PAYMENT AUTHORIZATION</b> <i>(see reverse for approvals as required in AT&amp;T Schedule of Authorization)</i>		
<b>Authorized Signature</b>	<b>Phone No</b>	
<b>Soc. Sec. No.</b>	<b>Date</b>	<b>Band/Grade</b>

*Check box if signing authority is a delegated authority. Delegation of Authority, letter must be attached*

AT&T PROPRIETARY (RESTRICTED)  
Solely for authorized persons having a need to know  
pursuant to Company instructions

Record Retention  
Receiver - 6 years



# Request for Payments for Employees Terminating Service

1. **Purpose** - Form U521 is used to request the following payments for employees who leave AT&T
- Pay in lieu of unused vacation, floating holidays and personal days/excused workdays
  - Reconciliation of vacation buy days
  - Notice when required
  - Pay prior to next regular pay period per state laws

*If Payroll finds an error on Form U521, it will call the preparer. If the preparer can't be reached, payment is canceled.*

## 11. Instructions Regarding Unused Current Year Vacation

Provide the number of unused current year vacation days which apply to:

- current year "earned" vacation days\* for management employees except where provided otherwise (*see Exception*) or
- current year vacation for occupational employees.

ABIS employees are to report hours as applicable.

**Exception:** *If management employees leave AT&T under the AT&T Force Management Program, current year vacation must include both "earned" and "unearned" vacation.*

\*Earned vacation days for management employees are determined by referring to AT&T Personnel Guide (web version only) under vacation - Management Terminations. To access: From the InfoCenter@AT&T (<http://infocenter.att.com/>), click on Employee Services, Employee Information, AT&T Personnel Guide, and Time Off (under Work and Life Needs).

### 111. Required Approvals (*per AT&T Schedule of Authorization*)

Employee's Level or Pay Plan Designation	Required Approval
Occupational Employee	B Band
At, A2, A3, A4, A5, Band/Grade	C Band
B Band	D Band
C Band	E Band
D Band	Vice President
E Band	Business Unit/Division Head and Senior Vice President (where applicable)
Officers	Chairman & CEO
Chairman & CEO	AT&T Board of Directors

ABIS employees fax to 407-858-6651

All other AT&T employees fax completed form to: 407-858-7867 or 7868

All employees may mail completed forms to: AT&T Payroll Office  
6021 S. Rio Grande Ave.  
Orlando, FL 32809

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