

Leaver / Joiner Workpaper (2024 to 2025)

Headcount Roll-Forward (Prior – Leavers + Joiners = Current)

Item	Count
Active headcount at 2024 year-end	36.00
Less: leavers terminated in 2025	–5.00
Add: joiners hired in 2025	5.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0013	Mason Guerrero	IT	Director	2025-08-07	Voluntary	2025-09-28	Yes
EMP-0017	Victoria Carter	HR	Manager	2025-02-11	Involuntary	2025-02-28	n/a
EMP-0008	Aria Sandoval	Sales	Manager	2025-01-18	Voluntary	2025-01-28	Yes
EMP-0011	Salma Thomas	Marketing	Manager	2025-02-06	Voluntary	2025-02-28	MISSING
EMP-0018	Ava Khalil	Finance	Coordinator	2025-08-10	Involuntary	2025-08-28	n/a

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	William Miller	Legal	Coordinator	2025-02-12	44,500.00	Yes
EMP-0038	Benjamin Carter	Sales	Sr Analyst	2025-09-27	68,800.00	Yes
EMP-0039	Luna Allen	Legal	Sr Analyst	2025-04-02	82,400.00	Yes
EMP-0040	Salma Hernandez	Legal	Director	2025-02-15	124,000.00	Yes
EMP-0041	Oliver Lewis	Marketing	Manager	2025-02-21	90,000.00	MISSING

Cross-reference Term_Date to payroll registers; confirm a resignation letter or contract for each name.