

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	–4.00
Add: joiners hired in 2025	4.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0010	William Roberts	Operations	Analyst	2025-04-17	Voluntary	2025-06-28	Yes
EMP-0015	Mateo Sandoval	IT	Director	2025-09-01	Voluntary	2025-09-28	MISSING
EMP-0034	James George	Finance	Sr Analyst	2025-05-23	Involuntary	2025-05-28	n/a
EMP-0014	Owen Garcia	Operations	Sr Analyst	2025-08-17	Involuntary	2025-08-28	n/a

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	Noah Williams	Finance	Analyst	2025-10-07	47,100.00	Yes
EMP-0038	Emma Sullivan	Legal	Sr Analyst	2025-02-20	70,100.00	MISSING
EMP-0039	Ethan Mitchell	Marketing	Analyst	2025-01-14	59,400.00	Yes
EMP-0040	Grace Sullivan	Sales	Analyst	2025-07-15	56,700.00	Yes

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