

Leaver / Joiner Workpaper (2024 to 2025)

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

Item	Count
Active headcount at 2024 year-end	32.00
Less: leavers terminated in 2025	–3.00
Add: joiners hired in 2025	7.00
Active headcount at 2025 year-end	36.00

Leavers during 2025

Emp_ID	Name	Department	Position	Term_Date	Type	Last_Pay	Letter
EMP-0007	Harper Williams	Operations	Manager	2025-12-12	Voluntary	2026-01-28	Yes
EMP-0032	William Youssef	Legal	Analyst	2025-09-10	Voluntary	2025-09-28	Yes
EMP-0008	Owen Jones	IT	Director	2025-05-14	Voluntary	2025-05-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0033	Noah Brown	Operations	Analyst	2025-07-01	46,100.00	Yes
EMP-0034	Salma Nguyen	Marketing	Coordinator	2025-06-17	43,100.00	Yes
EMP-0035	Harper Scott	IT	Analyst	2025-05-28	63,300.00	MISSING
EMP-0036	Owen Roberts	Legal	Analyst	2025-03-25	69,000.00	Yes
EMP-0037	William Carter	HR	Analyst	2025-02-01	44,600.00	Yes
EMP-0038	Dalia Guerrero	HR	Specialist	2025-10-16	64,000.00	Yes
EMP-0039	Khalid Salameh	Sales	Manager	2025-09-17	89,800.00	Yes

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