

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-0030	Liam Haddad	HR	Sr Analyst	2025-08-14	Voluntary	2025-10-28	Yes
EMP-0021	Daniel Williams	Legal	Specialist	2025-12-24	Voluntary	2025-12-28	Yes
EMP-0032	Elizabeth Sandoval	Legal	Analyst	2025-12-22	Voluntary	2025-12-28	Yes
EMP-0006	Liam Garcia	HR	Director	2025-06-16	Voluntary	2025-06-28	MISSING

Joiners during 2025

Emp_ID	Name	Department	Position	Hire_Date	Annual_Salary	Contract
EMP-0037	Scarlett Ortiz	Finance	Coordinator	2025-11-18	38,900.00	Yes
EMP-0038	Theodore Chapman	HR	Analyst	2025-12-16	45,600.00	Yes
EMP-0039	Dalia Chapman	Finance	Manager	2025-12-17	85,100.00	Yes
EMP-0040	Lucas Perkins	IT	Analyst	2025-09-21	55,500.00	MISSING

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