

Termination and Final Pay Request Form

Please submit to: humanresources@ucanr.edu

EMPLOYEE INFORMATION		
EMPL NAME:	EMPL ID:	EMPL CLASS:
EMAIL:	PHONE:	JOB TITLE:
HOME DEPT:	PERCENTAGE OF TIME:	SUPERVISOR:
TERMINATION REASON:	LAST DAY OF WORK (LDW):	TERM DATE: (DAY AFTER LDW):
DOES EMPLOYEE HAVE OTHER ACTIVE UC APPOINTMENTS? Y N	IF YES, ARE THOSE ENDING ALSO? Y N	WILL THIS POSITION BE REFILLED? Y N
DESTINATION AFTER UC:		

SIGNATURES	
EMPLOYEE SIGNATURE (REQUIRED IF VOLUNTARY)	E&LR COORDINATOR OR AHR (IF REQUIRED)
SUPERVISOR (REQUIRED)	DIRECTOR (IF REQUIRED)

HR WORKFLOW
<p>VOLUNTARY</p> <ol style="list-style-type: none"> Employee - Provide the Employee Termination and Final Pay form to Supervisor. Supervisor - Review form, finalize, route further signatures if required, and submit to HR. HR Operations - Process termination in UCPATH; coordinate with other campus if transfer. <ol style="list-style-type: none"> IF Academic - Submit to AHR for review and approval prior to processing. HR Operations Lead - Approve termination in UCPath, provide notification and form to Payroll. Payroll - Receive notice for final pay, determine pay cycle and submit to UC Path. UCPath - Process final pay for employee.
<p>INVOLUNTARY</p> <ol style="list-style-type: none"> Supervisor - Collaborate with Employee and Labor Relations to determine appropriate action. Supervisor - Review form, finalize, route to SWD if required, and submit to Employee and Labor Relations. E&LR Representative - Review form and approve appropriate action, submit form to HR Ops. HR Operations - Process termination in UCPATH. HR Operations Lead - Approve termination in UCPath, provide notification and form to Payroll. Payroll - Receive notice for final pay, determine pay cycle and submit to UC Path. UCPath - Process final pay for employee.