



Received in Payroll (Timestamp):

To: Payroll Services Office
Fax (559) 278-7820

From: _____ (Department) Phone Number _____

Subject: **Notification of separation from employment at California State University, Fresno & request for special processing of final pay**

CALIFORNIA
STATE
UNIVERSITY,
FRESNO

Department information

Employee: _____ SSA# _____

Effective date: _____ PS EmplId/Rec#: _____ / _____

Employee signature: _____ Date: _____

For Students & Hourly paid employees (only):

Hours worked: _____ Rate of pay/hr: \$ _____ Last day worked: _____

Leave usage for final month and any late reporting must be communicated to the Payroll Office for staff/faculty employees: Hrs used: _____ Lv type: _____; Hrs used: _____ Lv type: _____ Hrs used: _____ Lv type: _____
(Enter NONE if no time used)

I hereby certify by signing below that the employee named above has terminated from the Campus department and based on my knowledge, employment from the University. Final pay information is included above in order to expedite pay as indicated in directive HR2003-15 dated 8/26/2003, (Subject: Payment of Wages at Separation). Supporting vouchers/Monthly Attendance Summaries(F634) must be signed, approved and retained in department files with all vouchers with no further processing. Upon receipt of a completed form, the Payroll Office will expedite final pay from this request, **if all conditions are met and the employee is subject to the directive**, otherwise all pay will process and be distributed as normal.

Authorizing Signature for Department
8/27/2003

Date

HR2003-15.CSUF

Completion of this form must be expedited; hand-carry or fax to the Payroll Services Office @ (559)278-7820 for processing.

Note to employee: Processing of final pay does not initiate until receipt of this completed form has been received & date-stamped as "received" in the Payroll Office

Payroll Office
5150 North Maple Ave
Fresno, CA 93740-8026

(559) 278-3946
Fax: 278-7820

<http://www.csufresno.edu/Payroll>

THE CALIFORNIA STATE UNIVERSITY

Student and hourly employee's separation process as detailed in HR 2003-15, Payment of Wages at Separation

Passage of AB2410 (Chapter 885) included the pay class of Student Assistant in the 72 hour payoff provision whenever a student employee has resigned or has been terminated by the campus. A campus separation is defined as a separation from employment from all departments on the CSU, Fresno campus and not just a single department. Any information departments have regarding other employment opportunities with the separating employee should be noted on the request.

Upon written notification of separation from a student employee who submits to the employee's supervisor, a properly completed **Notification of separation from employment at California State University, Fresno & request for special processing of final pay, (HR2003-15.CSUF)**, the Payroll Office will process pay for the separated employee. The action which starts the process will be **based solely on the separated student's request**. After receipt and review of the conditions the separating employee is found to be covered under this directive, the process will be completed.

Any separations that occur at the end of an appointment period, are exempt from this process. Use of the PS database when processing a hire transaction may be utilized for this purpose in order to determine appointment period, but requires notification to the student to complete the process. In lieu of a definitive ending date, departments are subject to use this new process when employees are terminated or quit.

The new form, developed for this purpose, **HR2003-15.CSUF**, can initiate either from the Payroll Office or from the department where the employee is terminating. The form will be placed on the Payroll Web-site for ease in accessing and printing of the form when needed. **Please note that the Payroll process to generate final pay for an employee who submits a request will not be initiated until the form has been received, date-stamped, and confirmed to be a valid request in the Payroll Services Office.** In the absence of this request for immediate payment, any separated employee will receive pay based on the regular timelines in place.

Staff/Faculty separation process as detailed in HR 2003-15, Payment of Wages at Separation

If a staff or faculty employee ends up demanding pay under the provisions of HR2003-15, the form will be used to both confirm the separation directly with the department and to involve the department in forwarding to Payroll Services Office, the final leave usage of the separating employee.

Upon written notification from the employee AND a properly completed **Notification of separation from employment at California State University, Fresno & request for special processing of final pay, (HR2003-15.CSUF)**, the Payroll Office will immediately process pay to the employee as stated in the directive. The action which starts the process will be based solely on the separated employee's request only. It will be determined after receipt and review of the **HR2003-15.CSUF** and conditions of separation that the process would continue to immediately pay the employee, per the directive.

The new form, developed for this purpose (HR2003-15.CSUF) can initiate from the Payroll Office or from the department where the employee is terminating. This form will be placed on the Payroll Web-site for ease in accessing and printing of the form when needed. **Please note that the Payroll process to generate final pay for an employee who submits a request will not be initiated until the form has been received, date-stamped, and confirmed to be a valid request in the Payroll Services Office.** In the absence of this request for immediate payment, any separated employee will receive pay based on the regular timelines in place.

Request for demand for immediate payment under this provision cannot be honored for employees who have opted for deferral of lump sum payment.

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