

**IMPORTANT SEPARATION INFORMATION FOR TEMPORARY FACULTY**

1. **CLEARANCE PROCESS:** Payroll Services will send a listing of separating temporary faculty to all clearing departments at semester-end. The clearing departments will determine if employees listed have any State property outstanding (Ref. SAM 8580.4). Clearing department will request that final pay will be held if State property is not returned in a timely manner. The holding department is responsible for clearing any HOLD placed on an employee's final pay.

Accounting	Petty Cash, Travel Advances, Travel Claims, Parking Permit
Benefits (559)-278-2032	Make an appointment if you are enrolled in any State sponsored health, dental, and/or vision insurance.
Campus Information Systems	Laptops and workstation equipment
Cashier	Parking sticker
Classroom and Video Services	Multimedia equipment and laptops
Information Technology Services	Telephone Card
KeyCard	Keys
Library Services	Books and materials
Purchasing	Pro-Card
Your Department	Any assigned equipment

2. **HOLDS:** HOLDS will take affect on **June 18, 2009 for June 2008 HOLDS, July 17, 2009 for July 2009 HOLDS and August 18 for August 2009 HOLDS.**
3. **DISBURSEMENT:** Go to the Cashier's Window at the Joyal Administration Lobby to pick up your check once it has cleared. Any payment cleared between the HOLD dates shown above and payday will not be available until 4:00 p.m. on payday at the Cashier's Window.
4. **DIRECT DEPOSIT:** For employees who have a HOLD placed on final pay and are enrolled in Direct Deposit on the dates shown above, de-enrollment from the Direct Deposit Program will be necessary in order to process the HOLD. Upon reappointment to State Service, employees may re-enroll in the Direct Deposit Program.
5. **RETIREMENT FUNDS**  
If you are a member of PERS or PST and you are separating and do not plan to return to State service, you have can withdraw your contributions or leave funds on deposit (no action needed). Participants should not request funds prior to October 1, 2009. PST plan refund form is available at: <http://www.csufresno.edu/payroll/forms/documents/std951.PSTRetirementPlan4refund.pdf>
6. **TAX SHELTER ANNUITIES, HEALTH, DENTAL & VISION COVERAGE**

Final pay month	Payday	Insurance coverage period
June 2009	June 30, 2009	Calendar month of July 2009
July 2009	July 30, 2009	Calendar month of August, 2009
August 2009	August 31, 2009	Calendar month of September 2009

NOTE: Returning or New Fall 2009 enrollees, or any employee with breaks in service who qualify for benefits, must re-sign with the California State University Benefits Services or insurance benefits may not continue. PLEASE BRING COPY OF YOUR CONTRACT!! Separating employees who are NOT returning to service must contact Benefits in order to be extended COBRA benefits.
7. **REAPPOINTMENTS:** Payoff of Spring 2009 may disrupt benefits if the timing of the following is not met: Contracts must be signed/approved and logged into the Payroll Office by 5:00 p.m. on 8/10/2009.