

**UC Agriculture and Natural Resources
Employee Termination and Final Pay Request Form**

Please submit to:

humanresources@ucanr.edu

EMPLOYEE INFORMATION			
EMPLOYEE NAME		EMPLOYEE ID	
EMAIL	PHONE	EMPL CLASS	
JOB TITLE		PERCENTAGE OF TIME	
HOME DEPARTMENT		SUPERVISOR	
LAST DAY OF WORK		TERMINATION DATE (Day after last day worked)	
REASON FOR TERMINATION		DESTINATION AFTER UC	
HR PROCESSING			
TERMINATION PROCESSED		TERMINATION APPROVED	
BOC PROCESSING			
EMPLOYEE CONTACTED FOR FINAL TIMESHEET		FINAL TIMESHEET SUBMITTED	
FINAL PAY PROCESSED		FINAL PAY APPROVED	
CYCLE		EXPECTED PAY DATE	
PARKING DEDUCTION ENDED		SPECIAL HANDLING	
SIGNATURES			
EMPLOYEE SIGNATURE (required if voluntary)		E&LR Coordinator or AHR (if required)	
SUPERVISOR (required)		DIRECTOR/MANAGER/AVP (if required)	
WORKFLOW			
VOLUNTARY			
<ol style="list-style-type: none"> Employee - Provide the Employee Termination and Final Pay form to Supervisor. Supervisor - Review form, finalize and submits to HR. HR Operations Assistant - Processes termination in UCPATH; coordinates with other campus if transfer. <ol style="list-style-type: none"> IF Academic - Submit to AHR Manager for review and approval prior to processing. HR Operations Lead - Approves termination in UCPath, provides notification and form to BOC. BOC Payroll Assistant - Receives notice for final pay, determines pay cycle and submits to UC Path. UCPath - Processes final pay for employee. 			
INVOLUNTARY			
<ol style="list-style-type: none"> Supervisor - Collaborates with Employee and Labor Relations to determine appropriate action. Supervisor - Reviews form, finalizes and submits to Employee and Labor Relations. E&LR Representative - Reviews form and approves appropriate action, submits form to HR Ops Asst. HR Operations Assistant - Processes termination in UCPATH. HR Operations Lead - Approves termination in UCPath, provides notification and form to BOC. BOC Payroll Assistant - Receives notice for final pay, determines pay cycle and submits to UC Path. UCPath - Processes final pay for employee. 			