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	
DOES THE EMPLOYEE HAVE OTHER CURRENT UC APPOINTMENTS? YES NO	IF YES, ARE THOSE TERMINATING ALSO? YES NO	

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
1. Employee - Provide the Employee Termination and Final Pay form to Supervisor.
2. Supervisor - Review form, finalize and submits to HR.
3. HR Operations Assistant - Processes termination in UCPATH; coordinates with other campus if transfer.
   3a. IF Academic - Submit to AHR Manager for review and approval prior to processing.
4. HR Operations Lead - Approves termination in UCPath, provides notification and form to BOC.
5. BOC Payroll Assistant - Receives notice for final pay, determines pay cycle and submits to UC Path.
6. UCPath - Processes final pay for employee.

INVOLUNTARY
1. Supervisor - Collaborates with Employee and Labor Relations to determine appropriate action.
2. Supervisor - Reviews form, finalizes and submits to Employee and Labor Relations.
3. E&LR Representative - Reviews form and approves appropriate action, submits form to HR Ops Asst.
4. HR Operations Assistant - Processes termination in UCPATH.
5. HR Operations Lead - Approves termination in UCPath, provides notification and form to BOC.
6. BOC Payroll Assistant - Receives notice for final pay, determines pay cycle and submits to UC Path.
7. UCPath - Processes final pay for employee.