UC Agriculture and Natural Resources
Employee 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:
TERM REASON:	LAST DAY OF WORK (LDW):	TERM DATE: (DAY AFTER LDW):
DOES EMPLOYEE HAVE OTHER CURRENT UC APPTS? Y N	IF YES, ARE THOSE TERMINATING ALSO? Y N	WILL THIS POSITION BE REFILLED WITHIN ONE YEAR? Y N
DESTINATION AFTER UC:		

SIGNATURES	
EMPLOYEE SIGNATURE (REQUIRED IF VOLUNTARY)	E&LR COORDINATOR OR AHR (IF REQUIRED)
SUPERVISOR (REQUIRED)	SWP DIRECTOR (if SWP affiliation)
DIRECTOR/MANAGER /AVP (IF REQUIRED)	

HR PROCESSING	
TERMINATION PROCESSED	TERMINATION APPROVED

WORKFLOW
VOLUNTARY
1. Employee - Provide the Employee Termination and Final Pay form to Supervisor.
2. Supervisor - Review form, finalize, route further signatures if required, and submit to HR.
3. HR Operations Assistant - Process termination in UCPATH; coordinate with other campus if transfer. 3a. IF Academic - Submit to AHR Manager for review and approval prior to processing.
4. HR Operations Lead - Approve termination in UCPath, provide notification and form to BOC.
5. BOC Payroll Assistant - Receive notice for final pay, determine pay cycle and submit to UC Path.
6. UCPath - Process final pay for employee.
INVOLUNTARY
1. Supervisor - Collaborate with Employee and Labor Relations to determine appropriate action.
2. Supervisor - Review form, finalize, route to SWD if required, and submit to Employee and Labor Relations.
3. E&LR Representative - Review form and approve appropriate action, submit form to HR Ops Asst.
4. HR Operations Assistant - Process termination in UCPATH.
5. HR Operations Lead - Approve termination in UCPath, provide notification and form to BOC.
6. BOC Payroll Assistant - Receive notice for final pay, determine pay cycle and submit to UC Path.
7. UCPath - Process final pay for employee.