

LOC	ACCOUNT	COST CTR	FUND	PROJECT	SUB
26	27-32	93-96	33-37	97-102	38

SECTION 1



**PAYROLL / PERSONNEL
PAYROLL FINAL PAY
TIME REPORTING WORKSHEET**

DEPARTMENT

SECTION 2

CYCLE#

(ACCOUNTING
OFFICE USE ONLY)

Separation (AB 2410) Payment

MUST INCLUDE DOCUMENTS FOR ALL PAY DUE WITH SEPARATION FAX. THIS INCLUDES TRANSACTIONS ENTERED IN OPTRS, BUT NOT YET PAID (SEE BOX 3 BELOW)

SECTION 3

EMPLOYEE NAME EMPLOYEE ID NO.	TRANS CODE	PAY PERIOD END DATE MM DD YY	PAY CYCLE TYPE	ACCT DIST NO	TITLE CODE	RATE AMOUNT	A H	DESC SERV	REGULAR TIME		OVERTIME OR LEAVE TIME				W S P
									TOTAL REGULAR TIME ON PAY STATUS	H %	DESC SERV	TIME IN HOURS	DESC SERV	TIME IN HOURS	
1-9		12-17	18	19-20	22-25	46-52	53	54-56	57-61	62	63-65	66-70	71-73	74-78	79
	AP		M							+					+
	AP		M							+					+
	AP		M							+					+

BOX 1

Separation Date:
 Separation Time:
 HR Control Unit notified by unit/supervisor on: (date)
 Central Payroll notified by HR Control Unit on: (date)

REASON - CHECK ONE:

Discharge
 Resignation/Quit
 with notice (at least 72 hrs)
 without notice (less than 72 hrs)

REQUIRED DISBURSEMENT OF CHECK

check due to employee on date of separation
 check due to employee on date of separation
 check due to employee w/in 72 hours

BOX 3

Pending prior month adjustments (EDLR), Additional Payments (EDAP,EDFT)?

CHECK ONE:

Yes, attached Separation SUPL (page/s) These transactions have NOT been entered in OPTRS
 Yes, transactions were entered into OPTRS. Please:
 Delete Sequence #(s) in OPTRS for compute
NOTE: Include these transactions with Separation fax for proper payment
 There are **no pending transactions** in OPTRS for this employee

BOX 2

CHECK PICK-UP INSTRUCTIONS - Select option:

HR Control Unit will pick-up at - CHECK ONE:

Payroll Office contact name: Phone #:
 Mail Services To be picked up by (name: (date)

OR:

Campus mail to:
 name of mail stop attention to (may not be payee)

NOTE: Separation request must be faxed to the Payroll Office at least 3 days in advance of separation date to use campus mail option

BOX 4

Pending current month transactions (UPAY644E)? CHECK ONE:

Yes, UPAY644Es have already been sent to Payroll for this employee for current month
 Time **HAS NOT** BEEN ZEROED OUT:
 Payroll Office, please zero out time on page # (s):

Yes, UPAY644Es have been sent to Payroll for this employee for current month
 Time **HAS BEEN ZEROED OUT** by the HR Control Unit - Page #

OR:

No, UPAY644Es have not been produced yet for current month
 No, employee did not pre-print on UPAY644Es

Complete SECTIONS 1, 2 & 3 (FAU and payment information)

Complete BOXES 1,2,3 & 4 - ALL BOXES MUST BE COMPLETED

Complete **Separation SUPL** if there are prior period adjustments to be included with final pay

FAX completed and approved form to Payroll Office (9-3702)

Retention: ACCOUNTING-5 YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS
 OTHER COPIES 0-5 YRS

APPROVED BY

SIGNATURE	EXT.	DATE	SIGNATURE	EXT.	DATE
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