PROCEDURES FOR EMPLOYEE SEPARATIONS FROM THE UNIVERSITY

Under CA law, employees who are discharged or have resigned with at least 72 hours notice must be paid all wages due at the time of separation. Employees who quit without giving prior notice must be paid within 72 hours. Below are the regular procedures for processing a separation for an employee in the event of a resignation, or retirement. Following the steps below to complete the separation process will allow Payroll Services enough time to process the separation and produce a final paycheck.

Employee:

1. The employee should notify their Appropriate Administrator of their expected separation date and last day of work. After notice of a resignation, the employee should give the Appropriate Administrator a resignation letter, and enter time in Absence Management. Once HR receives the final documents and separation checklist from the Appropriate Administrator/Timekeeper, the employee will receive a notification from HR of the checkout procedure and to complete an optional online exit survey.

   - If the separation is due to retirement, be sure to submit a retirement application with CalPERS and notify the Appropriate Administrator of the retirement date. If a retirement application has not been submitted to CalPERS, please contact the Benefits Manager for assistance.

     o Upon retirement, employees may be eligible for emeritus status per PM 2009-01 for Staff and PM 2014-02 for Faculty. For questions regarding eligibility for emeritus status, staff employees may contact Benefits Services at benefitservices@csudh.edu and faculty may contact Faculty Affairs at facultyaffairs@csudh.edu.

2. Only unused vacation, CTO, overtime, shift differential, and personal holiday are paid out. For questions regarding accruals, please contact the payroll tech assigned to your department.

3. Final checks will be issued based on the method the employee opted to receive (direct deposit or live check). Direct deposit will not be cancelled; however, Payroll Services will cancel under unforeseen circumstances.

4. Return any outstanding campus property to Human Resources in WH 340 on or before the last day worked.

5. Contact Human Resources Management at (310) 243-3771 to schedule an optional Exit Interview with the Associate Vice President of Human Resources.

Appropriate Administrator/Timekeeper:

1. Immediately upon receiving notice of resignation/separation from the university, the Appropriate Administrator should coordinate with the timekeeper to:

   - Verify time has been entered into Absence Management

   - Create the separation eFast[1] for the separation type (e.g., Retirement, Resignation - Better Job, End Temporary Appointment, etc.) and

   - Initiate the Peoplesoft Separation Checklist[2]. This should be done immediately upon notice.

2. The eFast along with the associated paperwork, must be approved and submitted to the Human Resources Office **immediately upon notice**. All documents can be submitted to HR via the HR secure Dropbox or delivered to WH 340.

   - For employees separating from the university, only the appropriate administrator signature is required on the eFast. Be sure to attach a copy of the resignation notice to the eFast.

3. HR will approve the eFast and forward to Payroll Services for final check processing.

4. Once HR receives the notification that the Peoplesoft checklist is activated, HR will notify the employee of the checkout procedure and any outstanding property to return. HR will also provide an optional online exit survey or interview with the Associate Vice President of Human Resources.

   - Once the employee returns the items, HR will provide a receipt to the employee and forward all property to the respective departments.

5. Payroll Services will produce the final check for the employee. If the employee did not give 72 hours advance notice prior to resignation, Payroll and HR will ensure that the final check is mailed to the employee.

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[1] *Peoplesoft Business Process Guide – Creating an eFast:* https://www.csudh.edu/hr/peoplesoft/

[2] *Peoplesoft Business Process Guide – Creating an Separation Checklist:* https://www.csudh.edu/hr/peoplesoft/