



UEI maintains a strict policy of at will employment with respect to both the duration and the terms and conditions of the employment relationship.

There are two types of separation from employment actions, voluntary and involuntary, each requiring different procedures.

Voluntary Termination/Resignation

Please notify Human Resources prior to the employee's final day

If an employee resigns, it is the policy of UEI to pay the employee all wages owed within three (3) calendar days of the final work day. We request the following procedures be followed:

- The employee completes and signs section 1 of the Separation from Employment form.
- The supervisor completes and signs section 2. (Please be sure that the 'resigned' box at the top of the form is checked and that the student's last day worked is accurate).
- Fax the form to UEI's Payroll Services at (916) 278-4141.
- The supervisor must also approve and submit the employee's final timesheet via our online timekeeping system, Time Online.
- The supervisor mails the original, signed separation form to:
University Enterprises, Inc.
Human Resources
6000 J Street, Bookstore Bldg., Suite 3900
Sacramento, CA 95819-6063

Involuntary Termination/Resignation

Before terminating a student assistant we ask that you call our Human Resources department at (916) 278-7003 to discuss the nature of the termination and arrange payment of final wages with our HR Representative **prior** to discharging the student assistant.

- The supervisor must complete and sign the Separation from Employment form indicating the employees last day worked. (Please be sure to check the 'discharged' box at the top of the form and provide an explanation about the final event that led to termination in the comments section.)
- Promptly fax the Separation of Employment Form to UEI's Payroll Services at (916) 278-4141.
- The supervisor must also approve and submit the employee's final timesheet via our web-based timekeeping system, Time Online.
- The supervisor mails the original, signed separation form to:
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