

# SEPARATION FROM EMPLOYMENT

## PART-TIME OR STUDENT EMPLOYEE

**UNIVERSITY ENTERPRISES, INC.**  
 HUMAN RESOURCES  
 BOOKSTORE BUILDING  
 6000 J STREET, SUITE 3900  
 SACRAMENTO, CA 95819-6063  
 PHONE: (916) 278-7003  
 FAX: (916) 278-4787

**THIS SECTION MAY BE COMPLETED BY THE  
 EMPLOYEE AND/OR THE SUPERVISOR**

PLEASE SUBMIT TO UNIVERSITY ENTERPRISES HUMAN RESOURCES BEFORE EMPLOYEE'S LAST DAY WORKED – OR WITH FINAL TIME REPORT (IF NOT SUBMITTED IN ADVANCE).

LAST NAME, FIRST NAME MIDDLE NAME		EMPLOYEE ID #
AGENCY/DEPARTMENT	ACCOUNT NUMBER	<input type="checkbox"/> RESIGNED <input type="checkbox"/> DISCHARGED** <input type="checkbox"/> OTHER (EXPLAIN BELOW)
POSITION/TITLE	LAST DAY WORKED – <b>REQUIRED</b>	<input type="checkbox"/> DROPPING ACCOUNT/DEPT - STILL EMPLOYED WITH UEI AT _____

**\*\*IF EMPLOYEE IS BEING DISCHARGED – PLEASE CALL HUMAN RESOURCES FIRST**

**SECTION 1 ~ EMPLOYEE**

**REASON FOR SEPARATION (PLEASE EXPLAIN FULLY):** \_\_\_\_\_  
 \_\_\_\_\_

**CURRENT MAILING ADDRESS (REQUIRED)**

STREET ADDRESS		APT #
CITY	STATE	ZIP
		PHONE

X \_\_\_\_\_  
 EMPLOYEE SIGNATURE DATE

**SECTION 2 ~ SUPERVISOR**

	<u>N/A</u>	<u>YES</u>	<u>NO</u>	
EMPLOYEE ELIGIBLE FOR REHIRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(If no, please explain below.)
KEYS RETURNED (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRAVEL ADVANCES CLEARED (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_

PRINTED NAME OF SUPERVISOR PHONE EMAIL ADDRESS

X \_\_\_\_\_  
 SUPERVISOR / MANAGER SIGNATURE DATE

**UNIVERSITY ENTERPRISES USE ONLY**

HUMAN RESOURCES APPROVAL _____ DATE _____ PROCESSED BY _____ DATE _____	PAYROLL MANUAL CHECK # _____ DATE _____ PROCESSED _____ DATE _____
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