



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**

If an employee resigns, we request the following procedures be followed:

1. The employee completes and signs section 1 of the [Separation from Employment](#) form.
2. 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.)
3. Fax the form to UEI's Human Resources Department at (916)278-4787 or email it to [uei-hr@csus.edu](mailto:uei-hr@csus.edu).
4. The supervisor must also approve the employee's final timesheet via our online timekeeping system on the employee's last day.

- **Involuntary Termination**

Before terminating an employee, 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 Specialist prior to discharging the student assistant. If approved, please ensure the followings steps are completed no later than 9 a.m. two business days prior to the employee's last day:

1. The supervisor completes and signs the [Separation from Employment](#) form. (Please be sure that all boxes that apply to the type of separation are checked at the top of the form and that the student's last day worked is accurate.)
2. The supervisor must review the employee's timesheet for accuracy.
3. The supervisor must submit all future hours to be worked the final two days of employment. (A form to report those hours will be provided to the supervisor once the termination is approved.)
4. If the employee's worksite is not on the Sac State campus, please also provide the following information:
  - a. Worksite location (physical address including zip code)
  - b. Worksite contact (someone who can sign for delivery of the final check)
  - c. Contact telephone number

Note: After meeting with the student to process the termination, supervisor approves and submits final timesheet in the online timekeeping system to UEI.