

SEPARATION FROM EMPLOYMENT

Please submit completed and signed form to UEI Human Resources via fax or email to uei-hr@csus.edu.

Employee Name: _____ UEI Employee ID Number: _____

Employee Current Address (Required): _____

Agency, Business, or Campus Dept.: _____ Final Workday (Required): _____

Account Number or Timekeeping #: _____ Dropping Account (Still Employed with UEI on Account # _____)

Reason for Separation

VOLUNTARY (Check all that apply) - Please submit to UEI Human Resources on student's last day of work.

Resigned

- Schedule Conflict
- Personal Reasons
- Moving
- Accepted Full-Time Position with Current Agency/Dept
- Accepted Other Position at _____

School Reasons

- Return to School
- Graduated

Miscellaneous

- Job Abandonment
- Leave of Absence-Did Not Return
- Never Started
- Other (describe below)

INVOLUNTARY (Check all that apply) - If student is being discharged, please call Human Resources first at (916) 278-7003.

Performance Issues

- Attendance/Tardy
- Unsatisfactory Job Performance

Employee Misconduct

- Insubordination
- Violation of Work Rules
- Refusal to Follow Instruction
- Inappropriate Computer Use
- Theft

Miscellaneous or Other

- Job Eliminated
- Lack of Work
- Contract/Funding Ended
- Not enrolled in enough units/Not attending
- Temporary Position Ended
- Other (Describe Below)

Supervisor's detailed explanation of reason given above:

Employee's statement of reason for separation (optional):

Is employee eligible for rehire? Yes No (If no, please explain below.)

I certify that the information furnished hereon is true and correct to the best of my knowledge.

Employee Signature: _____

Date: _____

(Not required when discharging employee)

Supervisor Signature: _____

Date: _____

Supervisor Name & Contact Information: _____

UEI HR USE ONLY

EDD CLAIM RECEIVED _____ DATE _____

PROCESSED BY _____ DATE _____

UEI PAYROLL USE ONLY

MANUAL CHECK # _____ DATE _____

VERIFIED _____ DATE _____

TKS/OS updated