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Processing the Separation

Requirements: The following procedures apply to all faculty, staff and student employees and must be put into place in order to avoid penalties under the law.

The final paycheck (including earnings to date, overtime, compensatory time, and vacation hours) must be paid at the employee's site of employment on the day of separation under any of these scenarios:

A. The employee is discharged.
B. The employee has a predetermined ending date.
C. The employee has given at least 72 hours’ notice of intention to quit.

When an employee gives no notice of separation, the University has 72 hours to issue the final paycheck. If the employee requests or agrees, the final paycheck may be mailed to an address designated by the employee. The check should be delivered by certified mail (or similar mailing method) to document the date of payment.

Note: Final payment must be made via issuance of check. Direct deposit is not allowed under the law (see link to FAQ for further information.

Procedures: In order to avoid noncompliance with the law, advanced planning in all departments will be needed each time a separation occurs. These payroll procedures must be followed closely.

Visit this link for a detailed overview of how to process final wages: (http://blink.ucsd.edu/finance/payroll/processes/final-wages/how-to.html)

Pay dates: Every department must prominently display the official University pay dates and the time and place for employees to receive payment.

Visit this link for the official pay dates:
(http://www-bfs.ucsd.edu/pay/entrysch.htm)
**Additional resources:** For more background and detail on how the law should be applied, you can review the following content.

Visit this link for Frequently Asked Questions:
(http://blink.ucsd.edu/finance/payroll/processes/final-wages/faq.html)

Visit this link for the applicable California Labor Code provisions:
(http://blink.ucsd.edu/finance/payroll/processes/final-wages/labor-code.html)

**Need more information?** Please contact payroll, (858)534-3247.