

UEI maintains a strict policy of at will employment with respect to both the duration and the terms of employment. Resignation, termination, layoff, and other actions, voluntary and involuntary, each requiring different procedures.

The employee and/or the supervisor should complete and sign sections 1 and 2 of the [Separation from Employment](#) form.

(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.)

2. Fax the form to UEI's Human Resources Department at (916) 278-4747 or email to uei-hr@csus.edu
3. The supervisor must also approve the employee's final timesheet via UEI Workforce on the employee's last day. Final timesheet needs to have all worked and planned hours added

Involuntary

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 prior to discharging the student assistant. If approved, please ensure the following steps are completed [Final Paycheck Worksheet](#).

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 last day worked is accurate.)
2. For accuracy, the supervisor must review the employee's timesheet. On the [Final Paycheck Worksheet](#), the supervisor must submit the timesheet to HR. Please note, the hours on the final timesheet should be entered on the [Final Paycheck Worksheet](#).
3. Please include all actual time worked as well as time anticipated to be worked through the last workday as entered on the [Final Paycheck Worksheet](#).