

CSUDH
DEPARTMENT OF HUMAN RESOURCES



PROCEDURES FOR EMPLOYEE TERMINATIONS

Under CA law, employees who are discharged or have resigned with at least 72 hours notice must be paid all wages due at the time of termination. Employees who quit without giving prior notice must be paid within 72 hours. Below are the regular procedures for processing a separation for an employee in the event of a resignation, termination or retirement. Following the steps below to complete the separation process will allow Payroll Services with enough time to process the termination and produce a final paycheck on or near the employee's last day.

1. After notice of a resignation, the employee should give the timekeeper a resignation letter and the final timesheet (STD 634). The employee should notify the timekeeper of their expected separation date and last day at work.
2. The timekeeper will be responsible for creating the termination eFast¹ for the particular separation type (e.g., Retirement, Resignation - Better Job, End Temporary Appointment, etc.) and initiating the Peoplesoft Separation Checklist². This should be done immediately upon receiving notification of the separation request.
3. The eFast should be approved and forwarded - with the associating paperwork attached - to the Human Resources Office **at least** 5 days before the separation date.
4. HR will approve the eFast and ensure the Peoplesoft checklist is activated before forwarding to Payroll for final check processing.
5. HR will notify the employee of the checkout procedure and any outstanding property to return. HR will also provide an optional online exit survey. If the employee is being terminated, the department is responsible for collecting all campus items assigned to the employee (i.e. keys, parking pass, ID, mobile devices, procurement cards, etc.). Once the employee returns the items, HR will provide a receipt to the employee and forward all property to the respective departments.
6. On the employee's last day of work, Payroll will produce the final check for the employee. If the employee did not give 72 hours advance notice prior to resignation, Payroll and HR will ensure that the final check will be mailed to the employee.

¹ Peoplesoft Business Process Guide – Creating an eFast: <http://www4.csudh.edu/Assets/CSUDH-Sites/HR/docs/Peoplesoft/9.0-efast-user-guide.pdf>

² Peoplesoft Business Process Guide – Separation Checklist: <http://www4.csudh.edu/Assets/CSUDH-Sites/HR/docs/Peoplesoft/9.0-separation-checklist.pdf>