

# Separation Form Instructions

## To be completed by the Manager

- \* **Payroll ID#** - (*search in time screen by employee name to get payroll ID#*) The Payroll ID# is unique to RSSP Universe Payroll System. Payroll ID# is issued to each employee in RSSP upon initial hire. Associated with Payroll ID# is the employee's name, therefore, managers/supervisors with payroll system access can perform search by either Payroll ID# or by employee's name in the Time Screen
- \* **Employee name** – Employee's name as appeared on legal documents, i.e. SSN card.
- \* **Department Code(s)** – (*dept. code for position being terminated*) The department code is a 4 digit code that is unique to RSSP and is the foundation of the Universe Payroll System. The code represents a particular unit, unit working title, the campus payroll title, the campus tile code, and the fund source the employee will be paid on. Department code is use to enter and adjust time in the Time Screen.
- \* **Check employee type** - (*Career, Limited or Student*)
  - (Student employees who stop working in May and return in September , will automatically be renewed for the next year.)
- \* **Last day actually worked** – is the last day the employee physically worked (*check time screen for last day worked*)
- \* **Official Separation date** – *Employment end date and check 'completed' box to confirm all hours to be paid has been approved in the Time Screen.*
- \* **Reason for separation** – *answer questions by selecting Yes or No*
- \* **Enter in reason for the separation** – *see page 2 for appropriate reason code and description*
- \* **Pay Disposition** – How would the employee like to receive final payment of check - "*Paper Check' or 'Direct Deposit' (Direct Deposit for final pay will be made on the next available payday after the Separation Date and employee must sign the separation form)*
- \* **Check Distribution** – How would employee like to get their last check - "*Hold in RSSP Payroll for pickup' or 'Mail to Address Below' if employee would like to have the final check mailed.*
- \* **Employee's address and contact information** - *Please provide employee's forwarding address for paycheck distribution, W-2 information and any other correspondences from the University.*
- \* **Must sign and date the form.**

## Separation documents required for Payroll

1. Completed Separation Form
2. Resignation Letter or Released Letter
3. Confirmation of Resignation Letter (if employee did not provide a resignation letter)
4. Timesheet completed and signed with days project up to the employee's last scheduled work day.
5. Employee's worked hours approved in time screen and project time up to employee's last scheduled work day.

## Useful Resources

Resource information can be found in “O” drive within RSSP read only folder under ‘Separation Overview folder’

- \* Separation Overview Flow chart
- \* Separation Checklist
- \* Separation Form Instructions
- \* Link to online separation form: [http://www.housing.berkeley.edu/staff/payroll\\_forms.html](http://www.housing.berkeley.edu/staff/payroll_forms.html)

## For Your Information

The following items are based on **eligibility**:

- \* Vacation and/or compensatory time will be paid with regular hours on final paycheck
- \* University Retirement Savings package (DCP, 403b, 457b)
- \* Forms will be given for Cobra election package for benefit continuation

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