

EMPLOYEE FINAL CHECK FORM

University of California, Irvine

TO: SE Payroll Office

The final check for _____ (may) (may not) be issued because (check the items from each column below, A, B, C, and C, which apply):

- A. 1. **Notified the Social Ecology Payroll Office of employee's separation date.**
- B. 1. University keys and materials have not been returned to the department.
 2. University keys and materials have been returned to the department.
 3. The employee's separation papers were processed after the separation date; therefore, the department is attempting to obtain keys and materials from the former employee.
 4. Separation papers are being processed prior to the effective date; arrangements have been made to obtain keys and materials on the separation date.
 5. University keys and materials were not issued to the employee.
- C. 1. Employee Photo-Identification Card has been returned to the Department.
 2. Employee Photo-Identification Card was not issued to the employee.
- D. 1. Cancellation Request form has been submitted to Administrative Computing Services Security Officer for cancellation of Logon ID and all associated functions.
 2. Administrative Computing Services' Logon ID was never issued to the employee.

Supervisor Signature

Date

Dept. Chair Signature

Date

Employee Responsibilities When Separating

- Parking.** Employee is responsible for turning in his/her parking permit (sticker and hanger permits). Contact the Parking and Transportation Service Office for procedure. NOTE: Parking permits must be returned to avoid employee being charged a non-refundable fee for available service.
- Insurance.** Most employees are qualified to continue their current UC-sponsored health plans (medical, dental, vision) for up to 18 months by making a timely "COBRA" election. Under Federal law, the election period is sixty (60) days from the date of separation. Interested employees must contact the Benefits office **Kwame White** in HR Benefits at extension 49264 or whitek@uci.edu to obtain continuation forms and more information, then make full premium payments plus a 2% administrative fee directly to the appropriate insurance carrier. NOTE: UC-paid coverage ends on the last day of the month for which premiums are deducted (e.g.: separation 8/15/92, last paycheck and premium deduction 9/01/92, coverage ends 9/30/92; COBRA election deadline 10/14/92).
- All Other Deductions.** Other deductions include automobile insurance, credit union, charitable contributions (United Way and EOP), employee organization dues, and University Club dues. Employees must contact the specific organization to make arrangements for private coverage and/or payments..

Retention: Payroll – 5 years
Other copies – 0 – 5 years

Distribution: Original (green) to Payroll with PAF
White copy to employee
Blue copy retained by department

I have received a copy of this form and understand my responsibilities.

Employee Signature

Date