Separation Payment (72 Hour Check)
UCSB
Business & Financial Services - Payroll Division
Fax Number 805-893-8682

To: (check one box) From:

☐ Student Payroll (A-Z)
  Ext. 3654  Email address: Shannon.Jackson@bfs.ucsb.edu

☐ Staff and Faculty Payroll (Lissett Gonzales, A-L)
  Ext. 3792  Email address: Lissett.Gonzales@bfs.ucsb.edu

☐ Staff and Faculty Payroll (Isaias Loya, M-Z)
  Ext. 8513  Email address: Isaias.Loya@bfs.ucsb.edu

Employee’s Name __________________________ ID# ______________________
  Last    First    Middle Initial

Date of Separation __________________________
Regular Hours or % to be paid __________________________
Rate of pay: __________________________  Monthly or Hourly
Account(s) to be charged: __________________________  Distribution #
  __________________________  Distribution #
  __________________________  Distribution #

Vacation Accrual Hours: (TRM)
Account(s) to be charged: __________________________  Distribution #
  __________________________  Distribution #
  __________________________  Distribution #

Compensatory Time: (CMP), Overtime: (OTP/OTS)
Account(s) to be charged: __________________________  Distribution #
  __________________________  Distribution #

Check Handling:
☐ Department Pick Up in Accounting Office
☐ Employee Pick Up In Accounting Office
☐ Mail (please provide address)

This form must be used for processing: (check one)
☐ Employee who is discharged  Date discharged: __________________________
☐ Employee who quits voluntarily and gave notice  Date of notice: __________________________
☐ Appointment/Contract expired
☐ Employee who quits voluntarily and did not give notice  (Job Abandonment)  Date of discovery: __________________________

Department Check List: (do the following)
☐ Fax information to appropriate staff listed above
☐ If exception paid employee, please change the time code from "R" to "Z"
☐ Do Separation bundle and attach "Separation" IDOC

__________________________________________  __________________________
Authorized Signature (required)  Date

Revised Aug 2017