Chapter 7: Separation Guidelines

You must complete the separation bundle (SEPR) when a student terminates employment with the university, typically upon graduation.

To be in compliance with the provisions of the California Labor code law, the final paycheck must be paid to the student at the site of employment on the day of separation when:

1. a student has a predetermined end date, or
2. a student has given at least 72 hours notice of intention to quit, or
3. a student is discharged.

Final payment must be made by check. Direct Deposit is not allowed under the law. For more information, click here.

Student Resigns with Notice

For the student who quits with notice, the department must arrange to present the final check to the employee at the time of his/her departure.

Student Resigns without Notice

When a student gives no notice of separation, the University has 72 hours to issue the final paycheck. If the employee requests or agrees, the final paycheck may be mailed by certified mail. Departments must update PPS two business days prior to when the check is needed to ensure that the check is available to the student. For the employee who quits without notice, the department must arrange for the student to pick up the check at the department or prepare the check for mailing.

Student FICA: Defined Contribution Plan (DCP)

If the student is separating from the University and will no longer be employed at UC San Diego (graduating or withdrawing), and the student previously had a Defined Contribution Plan (DCP) deduction, refer the student to Fidelity to update his address and to request a withdrawal, if applicable: https://netbenefits.fidelity.com or call 1-866-682-7787

W-2

Update the student’s address on the EADR screen. For inactive employees, this is where the Form W-2, Statement of Earnings will be mailed by the Payroll Office in January.

I-4 Separations

Do not delete any separations in PPS. If a separation occurred due to the I-4 process or manually via the separation bundle even if in error, always use the REHIRE bundle to rehire the employee. Please notify Payroll of separations done in error by submitting an ASK ticket.

Graduate Student Separation Data Collection Worksheet

For completion of mandatory fields.
**Sample**

### ESEP

<table>
<thead>
<tr>
<th>Last Day on Pay:</th>
<th><strong>0630XX</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Separation Date:</td>
<td><strong>0630XX</strong></td>
</tr>
<tr>
<td>Reason:</td>
<td><strong>AK</strong></td>
</tr>
<tr>
<td>Check Disposition:</td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### EAPC

The end date of the appointment should match the separation date.

**Appointment**

- **Type:** ____
- **Bas:** ____
- **Pd Ovr:** ____
- **Appt Begin:** ____
- **Appt End:** ____
- **Dur:** blank
- **Dept:** ____

(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE) (14) (15) (18) (19) (23) (25) (30) (36) (47) (50) (57) (60) (69)

**Title:** ____

- **%Full:** ____
- **F/V:** ____
- **Ann/Hr Rate:** ____
- **Rt:** ____
- **Sch:** ____
- **Time:** ____
- **LV:** ____

(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)

### Distribution

- **Index:** ____
- **Sub:** ____
- **Dis %:** ____
- **PayBeg:** ____
- **PayEnd:** ____
- **Step:** ____
- **Rate.Amt:** ____
- **DOS:** ____

(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

### EADR

Make sure the address is current. This is where the W-2 Form and DCP information is mailed.

**Permanent Address Line 1:** ____

**Line 2:** ____

- **City:** ____
- **State:** ____
- **Zip:** ____

- **Home Phone:** ____

Location Release Codes – Perm Address: ____

- **Home Phone:** ____
- **Spouse Name:** ____

(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)

**EE Org/Union Disclosures – Perm Address:** ____

- **Home Phone:** ____

(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)

**Mail Code:** ____

This is where paycheck and W-2 are sent, if not sent electronically.