



# CSU Bakersfield

## NOTIFICATION OF STUDENT SEPARATION FROM EMPLOYMENT AND REQUEST FOR FINAL PAY

**Separating Department Information:** \_\_\_\_\_

**Student Employee Name:** \_\_\_\_\_

**Student Employee ID #:** \_\_\_\_\_

**Dismissal\***      Effective date: \_\_\_\_\_  
(Date to be paid through)

**Reason for dismissal:** \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the employee named above has resigned /or been dismissed from their position within this department. Supporting documentation (final timesheet & CD048) is attached for calculation of final pay.

**Dept. Head Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Resignation\*\***      Effective date: \_\_\_\_\_  
(Date to be paid through)

**Reason for resignation:** \_\_\_\_\_  
\_\_\_\_\_

### Separating Student Employee Information

**Please answer the following questions:**

1. Are you currently employed or accepting employment in another CSUB position?       Yes     No
2. Are you leaving this position to accept another CSUB position?       Yes     No
3. Have you submitted your final timesheet to your department?       Yes     No

**I certify that the above information is true and correct:**

**Student Employee Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

#### Note:

**\*Dismissal** - Student employees being **dismissed** from a department must be paid in full on their last day of employment. Departments must coordinate this date with the Payroll Office. A minimum of three working days notice is needed to prepare final check and student will be paid through that date.

**\*\*Resignation** - Student employees accepting employment with another CSUB department or continuing work for another CSUB department will be paid on regular student payday. If resigning position to work off-campus or leaving school, a letter of resignation must be attached to this form and student will be paid within seventy-two hours of separation date. Also, used for departmental "lay-offs" due to lack of funds.

*(Per Chancellor's Office HR 2003-15 and AB 2410, chapter 885 of labor code)*