

Voluntary Resignation Steps - Students & Part-Time

This guide includes steps that student/part-time employees should take when resigning from University Enterprises, inc. Following these steps helps ensure that your final paycheck will be prepared in a timely and accurate manner.

1. Notify your supervisor of your intent to resign in writing or via email 72 hours in advance or as soon as possible. Include your intended final day.
2. Complete the “employee” portions of the separation form and submit [Separation from Employment Form](#) to your supervisor at least 3 business days prior to your final work day when possible. Your supervisor will complete the supervisor portions and submit it to UEI Human Resources.
3. At least 3 business days prior to your final day, log into UEIWorkforce and submit [Timesheet Change Requests](#) for all projected hours scheduled through your last day of work. This allows the Payroll team to prepare your final paycheck in advance so that it will be available on your final work day. Include multiple time entries to account for anticipated unpaid meal periods. Be sure to include “projected hours” in the comment field.
4. Immediately after completing step 3, submit your current timesheet. If projected hours fall on the next/future timesheet, be sure to submit that timesheet as well.
5. Your supervisor and Payroll will review your timesheet. Projected hours will not appear on your timesheet until your supervisor has approved the requests.
6. By your final work day, please return all company property (laptops, FOBS, keys, badges, etc.) directly to the issuing company/agency/department.

Contact UEIPayroll@csus.edu or call (916) 278-7427.