UC RIVERSIDE

Final Pay Check List	

Name:		**Job Code(s):**	
Employee ID:		**Job Code Description(s):**	
		Separation Effective Date:	

SSC Actions			
	Action	**Required (Yes / No / If applicable)**	**Source**
☐	Review and process termination request.	Yes	Local Tracking tool/ UCPath System
☐	Review any concurrent jobs	Yes	UCPath System
☐	Review vacation / Comp time balances	Yes	UCPath System
☐	Review imputed income recovery	If Applicable	Department
☐	Review and cancel any one time payments that are pending submission to UCPath.	If Applicable	OTP Tool
☐	Check for any outstanding Paycard transactions pending processing.	If Applicable	Local Tracking tool / Central Office SharePoint
☐	Retrieve any prior and/or current timesheets from Payroll.	Yes	TARS
☐	Review current timesheet(s).	Yes	TARS
☐	Review prior timesheets for leaves/takes.	If Applicable	TARS
☐	Consult with department for any additional, reoccuring, and/or one time payments.	Yes	OTP Tool / UCPath
☐	Review any known outstanding overpayments.	Yes	UCPath System / UCPath Center
☐	Process E078 Final Pay	Yes	UCPath
☐	Confirm employee was paid on time and correctly.	Yes	UCPath