

University of California Policy P-196-21 Payroll: Damage Payments for Services Performed Before State Oath of Allegiance is Signed



DAMAGE PAYMENT REPORT OF SERVICES PERFORMED BEFORE SIGNING THE STATE OATH OF ALLEGIANCE

(To be completed by Employing Department)			
		Campus	Date
Employee's Name (last, first, middle initial)		Department	
Date Services First Performed Begin Date	End Date	Date Oath of Allegiance Signed	Calculation of Damage Payment Amount Due:
Explanation of Why Oath Was Not Signed Prior to Beginning Service			
<p>The policy of making damage payments in no way alters existing policy, based upon legal requirements, that taking the State Oath of Allegiance is a requirement of all prospective employees before commencing the duties of their University employment. It is the continuing responsibility of those involved in the hiring process to obtain properly executed oaths from all appointees and employees (except aliens) prior to the time they commence University service.</p>			
Dept, Approval Signature	Title	Date	Telephone Ext.
Note: Departments are requested to advise employees that damage payment is subject to Federal, State and FICA withholding taxes. Vacation or other benefits accrued prior to signing the State Oath of Allegiance must be included. Sick pay is not included.			
Chancellor/Administrative Officer Approval Signature:		Date:	

Original: Employee's personnel file
 Additional copies prepared at local option

Additional data may be requested on this form according to campus needs.

Retention: See Records Disposition Schedules

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State Oath of Allegiance – Damage Payment Release
(To be signed by recipient of damage payment)

I, _____, hereby accept in complete satisfaction of any and all claims I may have against The Regents of the University of California on account of services performed by me during the period from _____ through _____ the sum of \$_____.

I understand that this damage payment is subject to Federal, State and FICA tax withholding.

Dated: _____ Signed: _____

Witness:

Title:

Copy 1: Employee's personnel file

Copy 2: Employee

Retention: See Records Disposition Schedules