DATE: November 20, 2012

TO: Department Chairs
    Academic Administrators
    Department Timekeepers

FROM: Blanca Rodriguez, Director
      HRS/Payroll

SUBJECT: Semester-end Payroll Procedures

This is a reminder that a completed Property Clearance (PC) form is required for lecturers (both part-time and full-time), teaching associates, and graduate assistants who are not being reappointed for the spring semester. Please note the following deadlines for PCs and waivers:

<table>
<thead>
<tr>
<th>PCs/Waivers</th>
<th>Final Pay Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistants</td>
<td>1/24/13</td>
</tr>
<tr>
<td>Lecturers/TAs</td>
<td>2/22/13</td>
</tr>
</tbody>
</table>

For lecturers and teaching associates being reappointed for spring, requests for waivers of Property Clearances are not necessary and should not be submitted. Waivers will be accepted only for Graduate Assistants who are being reappointed for spring since their contracts would not be received and processed by Payroll before their last pay is due in January.

It is not necessary to do a Notice of Separation for any lecturer, teaching associate, or graduate assistant who completes his/her contract and is entitled to full pay for the semester. Payroll will automatically separate these employees at the appropriate time. In the event that an individual does NOT complete his/her contract (including those with an Academic Year contract not teaching in spring) and is NOT entitled to full pay for the semester, it is essential that you complete a Notice of Separation immediately and notify Payroll by telephone. Send the Notice of Separation to Human Resource Services, who will in turn forward it to Payroll. Only by this means will Human Resource Services and Payroll know that benefits eligibility and pay are to cease.

The Property Clearance form is attached for your convenience. Please provide a copy of the campus map to each employee to help them locate clearance points.

Thank you for your cooperation in submitting the appropriate paperwork as described above. For all of us, the goal is to make the semester-end process as simple and "hassle-free" as possible, while also meeting the legal and audit requirements for which we are responsible.