

Separation/Final Payments (Last Paychecks/Lump Sum Payments)

Downstate Communications & Marketing <comms@downstate.edu>

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To: All Downstate Users <AllDownstateUsers@downstate.edu>

SUNY Downstate Health Sciences University Office of Communications & Marketing

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**The following e-mail is being sent on behalf of the Payroll Department.
If you have any questions, please contact via email Payroll@downstate.edu or at extension 1139.**

Payroll Bulletin

Date: July 2, 2020

RE: Separation/Final Payments
(Last Paychecks/Lump Sum Payments)

FROM: Jennifer DelRosario, Director Payroll
Bernadette Selby, Senior Associate Vice President/Deputy CFO

Please be reminded that all separations from Downstate Health Sciences University (DHSU), must be accompanied by the following documents, in order to generate an employee's final lump sum paycheck.

1. FINAL TIMESHEET

- Your last time record must be approved by your supervisor and submitted via the TAS system or to Payroll@downstate.edu on the **last day of separation**.

2. ID BADGE

- Return the employee's ID Badge to University Police; obtain the ID Letter and email to Payroll@downstate.edu Office with the property tracking form.

3. SIGNED PROPERTY TRACKING FORM

- Form with check list of keys, laptop, beepers, Bank deposit card, P-Card, T-Card, NET-Card, etc., being validated that equipment was returned.

The above documentations are required in order to process Lump sum/Final Payments.

Based on OSC's **requirement**, final payment to employee **will not** be generated unless the above three (3) items above are provided. An employee may expect his/her final lump sum payments **six to eight (6-8) weeks** after required documents are submitted to the Payroll Office for processing.

Upon separation from the State's payroll, an employee is eligible for compensation for the following:

- State employees are paid the following upon separation from State service if the employee has the amount available.
 - Vacation days – Up to a maximum of 30 days
 - Floater days – not eligible for payment

- c. Compensatory days off (per Bargaining Units) – up to 30 days
- d. Deferred pay - 5 Days for MC employees
- e. Sick Days not applicable

It is an employment requirement that every **State Employee** maintain his or her time sheet/time record on a biweekly or monthly basis. Timely submission of timesheets/time records is mandatory.

Notifications of non-submission will be escalated to executive management for review. The Department's Supervisor is responsible for timely submission of the employee's time sheets/records.

Please review our Payroll Website for all forms or this notice at:

<https://www.downstate.edu/finance/departments/payroll.html>.

If you have any additional questions, feel free to contact us via email at Payroll@downstate.edu or extension 1139.