



Damage Payment Report of Services Performed Before Signing Loyalty Oath

Copy this form as needed. Route this form and accompanying DaFIS Request for Document Action form to Accounting & Financial Services--Payroll Division (campus) or Human Resources (UCDHS). A copy of each form should be retained in departmental files. The originals will be retained by Accounting & Financial Services in the employee's personnel file.

| | | | |
|--|--------------------------|-----------------------------------|-----------|
| | | Employee Social Security Number | |
| | | Campus | Date |
| | | Davis | |
| Employee Name (Last, First, Middle Initial) | | Department | |
| Date Services First Performed | Date Loyalty Oath Signed | Calculation of Payment and Amount | |
| 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 loyalty oath 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> | | | |
| Department Approval Signed: | Title | Date | Telephone |
| <p>Note: Departments are requested to advise employees that damage payment is subject to Federal and State income taxes, although no tax is withheld. No sick leave, vacation or other benefits are accrued prior to signing the State loyalty oath.</p> | | | |

Administrative Approval _____

Title _____

Date _____