

Received in Payroll (Timestamp):

To: Payroll Services Office  
Joyal Admin. Bldg. Room 249

From: \_\_\_\_\_ (employee name)

PeopleSoft#: \_\_\_\_\_

Effective date of separation: \_\_\_\_\_

**Subject: Request for DEFERRAL of Separation Pay**

Submission of this request within 5 days prior to an employee's separation date, insures an employee has the following options available for withholding of all active DC, TSA & PST deductions on payoff.

**Option 1:** Continue to withhold the following DC, TSA or PST deductions for \_\_\_\_ months **within the same current year:**

- 1. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_

**Option 2:** If you retire or separate AFTER November 1st, deferral of all or portion of paid leave credits which extend past the November Pay Period to a 457b, 401K, or TSA 403b plan to be paid in **the following tax year of separation.**

- 1. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_ Company: \_\_\_\_\_ Pay Period: \_\_\_\_\_ \$ \_\_\_\_\_

**Option 3:** If you retire or separate AFTER November 1st, deferral of all or a portion of accrued leave credits which extends past the November Pay Period to be paid in **the following tax year of separation:**

Amount to be deferred: \$ \_\_\_\_\_

**EMPLOYEES NOT ELIGIBLE FOR CALPERS--Option 4:** Employees not eligible to participate in PERS retirement system and currently contributing 7.5 percent of their gross salary to the PST plan in lieu of Social Security, may elect to defer 7.5 percent of the lump sum separation pay to the PST plan in the current or the following tax year of separation. Extended pay will dictate whether deferral can occur in the current year or the following year:

- \* Withhold 7.5 percent of payoff, paid in **current tax year:** Yes No
- \* Withhold 7.5 percent of payoff, paid in the following tax year of separation: Yes No

\_\_\_\_\_  
Employee authorization

\_\_\_\_\_  
Date

Please Note: Submission of this request for deferral eliminates all requirements by California State University, Fresno to adhere to the prompt payoff as provided in AB 2410, Payment of Wages at Separation.

**This form MUST BE SUBMITTED to the Payroll Services Office within 5 days of separation/ retirement, with NO EXCEPTIONS. Not complying with this lead time will result in the form being returned unprocessed to the separating employee. All payoffs requested should not exceed personal limits allowed. It is the responsibility of an employee to calculate the requested maximum.**