

**DO NOT SUBMIT THIS FORM TO THE UCPath CENTER**  
**~ Location Use Only ~**

This report will be used by the employing department at UC locations to document services performed by an employee, before the employee signed the required State Oath of Allegiance. Click to access [form instructions](#).

**SECTION 1. KEY INFORMATION**

**\*Indicates Required Fields**

<b>Employee ID #*</b> (8 Digits)	<b>Last Name*</b>	<b>First Name*</b>	<b>M.I.</b>
<b>Report Date*</b> (mm/dd/yyyy)	<b>Business Unit*</b>	<b>Department*</b>	

**SECTION 2. SERVICES PERFORMED BEFORE SIGNING STATE OATH OF ALLEGIANCE**

Services First Performed		Calculation of Payment and Amount				Date Oath of Allegiance Signed*
Begin Date*	End Date*	Total Hours*	x	Hourly Rate*	=	Amount Due*
			x		=	
<b>Explanation of Why Oath Was Not Signed Prior to Beginning Service*</b>						
<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>						

**SECTION 3. APPROVAL SIGNATURES**

<b>Department Approval Signature*</b>	<b>Date*</b> (mm/dd/yyyy)
<b>Title*</b>	<b>Phone*</b>
<p><b>Note: Departments are requested to advise employees that damage payment is subject to Federal and State income tax withholding and FICA taxes. Vacation or other benefits accrued prior to signing the State Oath of Allegiance must be included. Sick pay is not included.</b></p>	
<b>Chancellor/Administrative Officer Approval Signature*</b>	<b>Date*</b> (mm/dd/yyyy)