

EXHIBIT A

SAN DIEGO CAMPUS
REPORT OF DAMAGE PAYMENT FOR
SERVICES PERFORMED BEFORE SIGNING LOYALTY OATH

(To be filled out by the employing department
and forwarded with the Form 5 requesting payment.)

Name of employee _____
Date that services were first performed _____
Date that loyalty oath was signed _____
Calculation of payment and amount _____

Explanation of why oath was not signed prior to beginning service:

Note: Departments are requested to advise employees that damage payment is subject to Federal and State income taxes, although no tax is withheld.

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. No sick leave, vacation or other benefits are accrued prior to signing the State loyalty oath.

Department _____

By _____ Title _____

Approved _____
Assistant Vice Chancellor Financial Services

Original: Payroll
Copy: Department

Additional data may be requested on this form according to campus needs.