



**University of California, Davis**  
**Damage Payment Report of Services Performed Before Signing Loyalty Oath**

*Route this form along with Signed State Oath of Allegiance, and a completed Damage Payment Release form to Accounting & Financial Services--Central Payroll Division. 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.*

<b>To be completed by DEPARTMENT</b>			Date	
Employee Name (Last, First, Middle Initial)		Department		
Employee ID	Fund Source to be Charged	Title Code		
Date Services Performed:		Calculation of Payment and Amount Due		
Begin Date	End Date	<i>Note: For Bi-weekly: Hourly Rate x Total Hours</i> <i>For Monthly: Monthly Rate x Total %</i>		
Date Loyalty Oath Signed				
Explanation of why Oath not signed prior to beginning service				
<p><i>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.</i></p>				
Form Completed By	Title	Date	Telephone	
Department Approver Name	Title	Date	Telephone	
<b>If the begin date is more than 120 days before the request is submitted, UC Policy requires the approval of the Assistant Vice Chancellor of Human Resources</b>				
<b>Assistant Vice Chancellor-Human Resources Only</b>				
Signature		Date		
<b>Central Payroll Office Only</b>				
Processed By	Processed Date	Payment Date		