INVOLUNTARY TERMINATION

UC RIVERSIDE
UNIVERSITY OF CALIFORNIA
UCPATH PILOT

The process of involuntary termination starts with the decision to terminate the employee or the death of an employee. In the event of termination, the department will contact Labor and Relations and the Central Office (AP or HR) regarding the appropriate Policy and Statute for the termination. After the Department has gathered the necessary information, the employee is then notified of the termination.
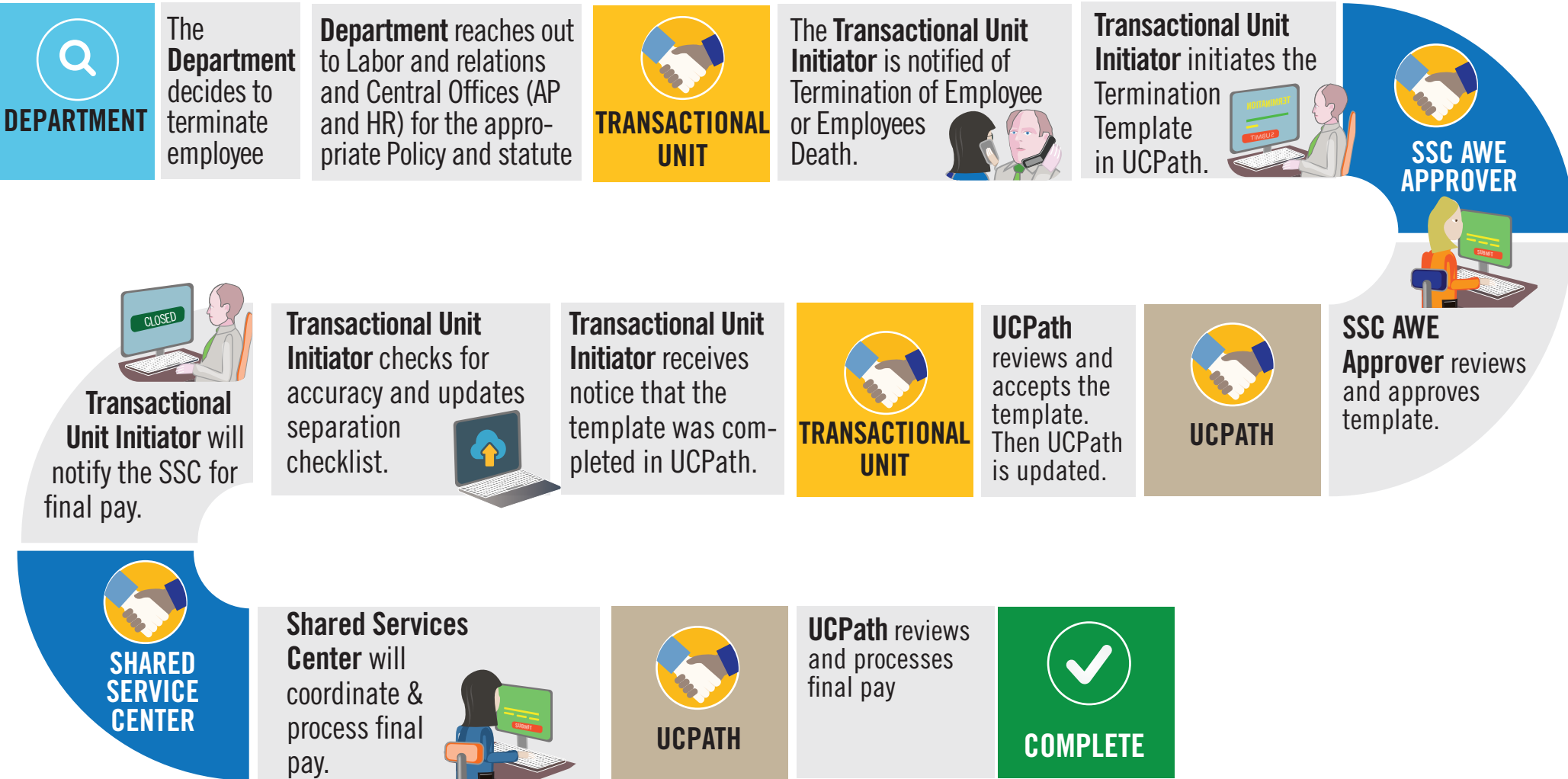
The transaction is processed in UCPath and ends when the confirmation that the employee has been separated, all access to systems and facilities has been updated or terminated and all outstanding university and employee obligations related to compensation are settled.

ROLES FOR INVOLUNTARY TERMINATION

DEPARTMENT (OPTIONAL)	TRANSACTIONAL UNIT (REQUIRED)	SHARED SERVICE CENTER (REQUIRED)	UCPATH (REQUIRED)

• Informs the Employee of the termination
• Informs the Transactional Unit of the employee's termination
• Fulfills offboarding department tasks such as:
  o Coordination of return of assets
  o Coordinate exit interview
  o Remove or revise system access
• Reaches out to Labor and Relations and the Central Office (AP or HR) for the Policy and Statue information.
	•Primary point of contact for managers and unit level leadership
	•Represent the needs of the individual business unit
	•Initiates UCPath Template Based Hire (TBH) for Involuntary Offboarding
	•Opens UCPath cases on behalf of employees when needed (see On Behalf Case Management Workbook)
	•Monitors Transaction Status page for transaction status
		•Transacts final pay
		•The approver for Involuntary Termination phase 2 is the SSC
			•Processes Involuntary Termination
			•Notifies initiator if transaction is denied
			•Processes final pay

OFFBOARDING MAP

Roadmap presents the most common business case. Additional business cases and details are available in the appendix.

DEPARTMENT → The **Department** decides to terminate employee → **Department** reaches out to Labor and relations and Central Offices (AP and HR) for the appropriate Policy and statute → **TRANSACTIONAL UNIT** → The **Transactional Unit Initiator** is notified of Termination of Employee or Employees Death. → **Transactional Unit Initiator** initiates the Termination Template in UCPath. → **SSC AWE APPROVER**

SSC AWE Approver reviews and approves template. → **UCPATH** → **UCPath** reviews and accepts the template. Then UCPath is updated. → **TRANSACTIONAL UNIT** → **Transactional Unit Initiator** receives notice that the template was completed in UCPath. → **Transactional Unit Initiator** checks for accuracy and updates separation checklist. → **Transactional Unit Initiator** will notify the SSC for final pay.

SHARED SERVICE CENTER → **Shared Services Center** will coordinate & process final pay. → **UCPATH** → **UCPath** reviews and processes final pay → **COMPLETE**

Please note, an individual may assume one or many roles.

=Handoff