

VOLUNTARY TERMINATION/ RETIREMENT

UNIVERSITY OF CALIFORNIA

UCRIVERSIDE

UCPATH PILOT

The process of voluntary termination starts with the employee’s decision to resign or retire and ends with the final payment information being transferred to the UCPATH Center Payroll Production team. Voluntary terminations are processed for both staff and academic employees. There are benefits and payroll implications of voluntary terminations. These are dealt with in separate processes. The process ends with 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. The process also includes Retirement. For this purpose, retirement is defined as when an employee voluntarily resigns from all UC jobs and initiates payments through UCRP.

ROLES FOR VOLUNTARY TERMINATION

TRANSACTIONAL UNIT <i>(REQUIRED)</i>	UCPATH <i>(REQUIRED)</i>	SHARED SERVICE CENTER <i>(REQUIRED)</i>	DEPARTMENT <i>(OPTIONAL)</i>
<ul style="list-style-type: none">•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 Voluntary Offboarding & Retirement•Opens UCPATH cases on behalf of employees when needed (see On Behalf Case Management Workbook)•Monitors Transaction Status page for transaction status	<ul style="list-style-type: none">•Processes Voluntary Termination/ Retirement templates•Notifies initiator if transaction is denied•Processes final pay	<ul style="list-style-type: none">•Transacts final pay	<ul style="list-style-type: none">• Informs the Transactional Unit of the employee’s resignation/retirement• Fulfills offboarding department tasks such as:<ul style="list-style-type: none">o Coordination of return of assetso Coordinate exit interviewo Remove or revise system access
TRANSACTIONAL UNIT AWE APPROVER			
<ul style="list-style-type: none">•UCPATH Approver for TBH			

OFFBOARDING MAP

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

