OFFBOARDING
(RETIREMENT)

Offboarding (Retirement) begins with the decision to retire.

TOPIC: HOW TO RETIRE

1. Faculty member contacts RASC (Retirement Administration Service Center).

2. Faculty member submits notice of retirement to Department chair.

3. AP Staff member initiates offboarding request in Servicelink.

4. UCPath distributes final paycheck.

Note: *Check will run on next scheduled pay cycle, unless it is a special circumstance or bargaining contract states differently.

CURRENT STATE ROLE:	FUTURE STATE ROLE:
AP STAFF MEMBER	AP STAFF MEMBER

FACULTY RESPONSIBILITIES | AP STAFF RESPONSIBILITIES