






# INVOLUNTARY TERMINATION

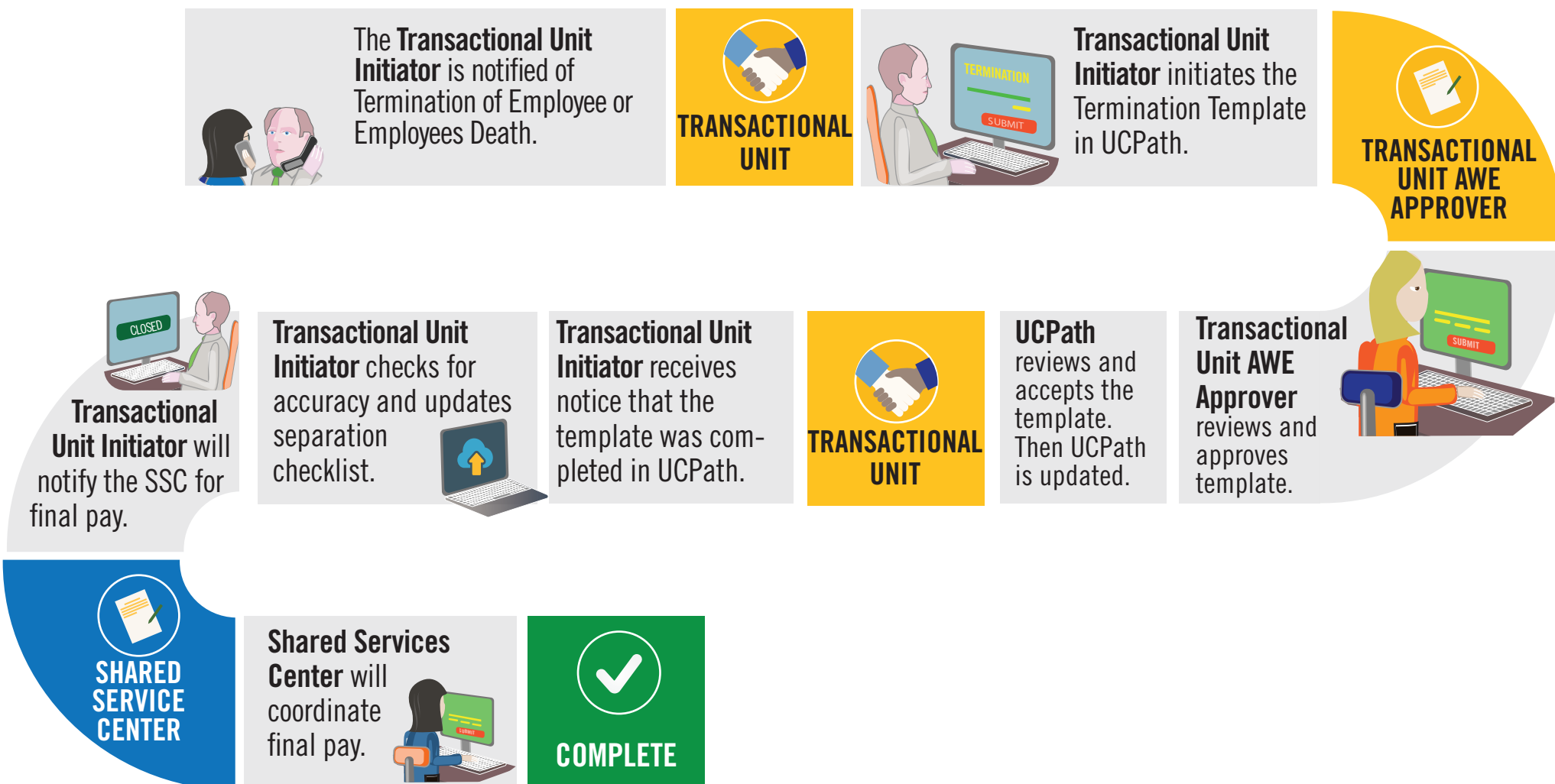
The process of involuntary termination starts with the Termination of Employee or Employees Death and ends with the final payment information being transferred to the UCPATH Center Payroll Production team. Involuntary terminations are processed for both staff and academic employees. There are benefits and payroll implications of involuntary 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.

## ROLES FOR INVOLUNTARY TERMINATION

 <p><b>TRANSACTIONAL UNIT (REQUIRED)</b></p> <ul style="list-style-type: none"> <li>•Primary point of contact for managers and unit level leadership</li> <li>•Represent the needs of the individual business unit</li> <li>•Initiates UCPATH Template Based Hire (TBH) for Involuntary Offboarding</li> <li>•Opens UCPATH cases on behalf of employees when needed (see On Behalf Case Management Workbook)</li> <li>•Monitors Transaction Status page for transaction status</li> </ul>	 <p><b>UCPATH (REQUIRED)</b></p> <ul style="list-style-type: none"> <li>•Processes Involuntary Termination</li> <li>•Notifies initiator if transaction is denied</li> <li>•Processes final pay</li> </ul>	 <p><b>SHARED SERVICE CENTER (REQUIRED)</b></p> <ul style="list-style-type: none"> <li>•Transacts final pay</li> </ul>	 <p><b>DEPARTMENT (OPTIONAL)</b></p> <ul style="list-style-type: none"> <li>• Informs the Transactional Unit of the employee's termination</li> <li>• Fulfills offboarding department tasks such as:             <ul style="list-style-type: none"> <li>o Coordination of return of assets</li> <li>o Coordinate exit interview</li> <li>o Remove or revise system access</li> </ul> </li> </ul>
 <p><b>TRANSACTIONAL UNIT AWE APPROVER</b></p> <ul style="list-style-type: none"> <li>•UCPATH Approver for TBH</li> </ul>			

## OFFBOARDING MAP

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



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

### DID YOU KNOW?

In accordance with campus contractual agreements or new UC policy, some checks may be processed off-cycle. In these cases, SSC will submit an exception request to UCPATH for processing (these requests take at LEAST 24 hours to process)

Checks and reimbursements are no longer processed by UCR. All transactions are processed by UCPATH.

**Note:** UCPATH distributes Employee's final paycheck on her regular pay schedule (Bi-weekly or monthly). **Note:** Some checks are processed off cycle (e.g. per contractual agreement or by UC policy).

### THE PROCESS IS SUCCESSFUL IF...

- ✓ All access to systems and facilities have been updated or terminated.
- ✓ All assets are returned to the University.
- ✓ All outstanding University and employee obligations related to compensation are settled.