UC RIVERSIDE

Name:		**Job Code(s):**	
Employee ID:		**Job Code Description(s):**	
		Separation Effective Date:	

Department HR/AP Actions			
	Action	**Required (Yes / No / If applicable)**	**Source**
☐	Notify SSC of separation and any time off before separation date within one business day.	Yes	Local Tracking tool
☐	Advise employee of any deductions they may have to cancel with service providers.	Yes	Department/AP
☐	Review / evaluate any imputed income reimbursement / deduction for the employee based on existing contract.	If Applicable	Department/AP
☐	Review and cancel any one time payments via OTP tool that are pending submission to UCPath.	If Applicable	OTP Tool
☐	Notify SSC of any additional, reoccuring, and/or one time payments.	If Applicable	Local Tracking tool
☐			