OFFBOARDING PROCESS CHANGE (FINAL PAY)

WHAT IS CHANGING?

WHAT IT IS **NOW**

Current Timing of Final Pay

	Voluntary Separation	Involuntary Separation
Represented	72-hrs from day of separation	Day of separation
Non-Represented	Next regular pay cycle	Day of separation

For Represented Employees & Involuntary termination:
Currently, they receive their final paycheck within 72 hours

For Non-represented Voluntary Separation Employees: *Currently, they receive their final paycheck on the next pay cycle*

- In recent months, locations have seen an increase in wage claims brought under California Labor Code Section 202, which provides in relevant part that final pay is due within 72-hours from the date of separation.
  - These claims have also included a cause of action under California Labor Code Section 203 for monetary penalties (continuation of the employee's wages up to 30 days) until the final pay is issued.
  - While court decisions have held that the University is generally not subject to similar wage and hour Labor Code provisions unless explicitly mentioned in the statute, the Labor Commissioner's Office at California's Department of Industrial Relations ("DIR") is processing such claims in increasing numbers.
- Accordingly, UC Legal recommends that we modify our current practice whereby non-represented employees who voluntarily separate from the University will receive their final pay within 72-hours from the day of separation.
  - This modification will help alleviate the administrative burden in responding to these claims.
  - In addition, this modification will result in voluntarily separating employees being treated similarly regardless of union representation.

New Timing of Final Pay

	Voluntary Separation	Involuntary Separation
Represented	72-hrs from day of separation	Day of separation
Non-Represented	72-hrs from day of separation	Day of separation

The change is that NOW non-represented employees should also receive their check within 72 hours for voluntary separations and __not__ on the next pay cycle

WHAT IT **WILL BE**

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WHAT NEEDS TO BE DONE TO ACHIEVE THE SHORT TERM GOAL?

TURNAROUND TIME
- 1-day turnaround from supervisor to Dept HR/APO
- 1-day turnaround from Dept HR/AP to SSC
- 1-day turnaround from SSC to UCPath Center

CHECKLISTS
All roles need to complete their checklist to ensure all items steps are complete and items are sent to the next step within 1 business day
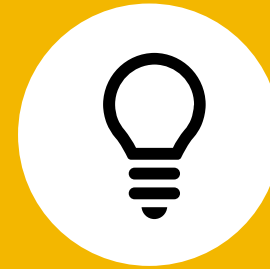
KNOWING WHO TO GO TO FOR QUESTIONS
Understanding where you need to go to fulfill your tasks

UNDERSTANDING THE NEGATIVE OUTCOME IF THIS IS NOT ACHIEVED
Wage claims, possible fines, untimely and inaccurate final pay transactions

SHORT TERM SOLUTION

The short-term solution is to include a new comment box in the final pay template to allow for an appropriate amount of information to be entered by the SSC to expedite the final pay process. For local processes, the short term/long-term solution is to make sure the flow of information is moved expeditiously (no longer than 1 business days) in between all stakeholders. This is being implemented at UCPC and all 20 locations.
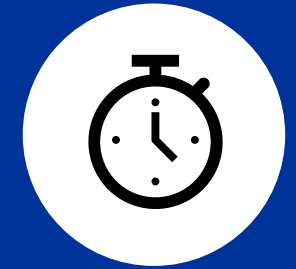
LONG TERM SOLUTION

The long term solution is planned to automate the final pay process that the UCPC is hoping to complete by August 2022 per the Roadmap (tentative) however in the interim, the manual process will be "improved" and used to pay the remaining 75% of final paychecks within 72 hours. This will require changes at both the UCPC and the Locations.

OFFBOARDING & FINAL PAY

- New policy
- Grievances
- Potential fines
- To ensure a timely and accurate final pay for all employees

WHY THE CHANGE IS HAPPENING/ WHY IT IS IMPORTANT

WHAT NEEDS TO BE DONE AND BY WHEN

- 1 day turnaround from supervisor to Dept HR/APO
- 1 day turnaround from Dept HR/AP to SSC
- All entities need to complete their checklist to assure all items are complete

- Potential Grievances
- Potential fines
- Legal ramifications

WHAT HAPPENS IF THEY DO NOT FOLLOW THIS PROCESS

OFFBOARDING COMMUNICATION GOAL

WHERE RESOURCES CAN BE FOUND

- BFS Website
- CSC Website
- Speak to your supervisor, Dept HR/AP
- Your Shared Service Centers

WHO TO CONTACT FOR QUESTIONS

- Dept HR/AP
- Your Shared Service Center
- Campus Support Center: UCPathhelp@ucr.edu

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FINAL PAY UCR
PROCESS FLOW

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OFFBOARDING: VOLUNTARY SEPARATION

Roadmap presents the most common business case - the "Happy Path."

Employee submits letter of resignation to Supervisor (Voluntary resignation)

SUPERVISOR

Supervisor submits Employee resignation information within **one business day** to Dept HR/APO

DEPT HR/APO

Dept HR/APO submits Employee resignation information within **one business day** to their Shared Service Center

SHARED SERVICE CENTER

SSC initiates the Termination Template in UCPath within one business day of notification

↑ This is where change needs to be addressed and Units need to notify their SSCs within one business day

UCPATH CENTER

SSC collects final pay information and submits final pay request within three days of termination notification

SSC receives notice that the template was completed in UCPath and checks for accuracy and updates separation checklist

SHARED SERVICE CENTER

UCPath reviews and accepts the template. Then UCPath is updated

UCPATH CENTER

SSC AWE Approver reviews and approves template

UCPath reviews and processes the final pay request.

Employee receives final pay

COMPLETE

OFFBOARDING: INVOLUNTARY SEPARATION

DEPARTMENT

Department decides to terminate employee

Department reaches out to Labor and relations and Central Offices (AP and HR) for the appropriate Policy and statute

SHARED SERVICE CENTER

The **SSC** is notified of Termination of Employee or Employees Death and initiates the Termination Template in UCPath

SSC AWE Approver reviews and approves template.

UCPATH

UCPath reviews and accepts the template. Then UCPath is updated.

SHARED SERVICE CENTER

SSC receives notice that the template was completed in UCPath and checks for accuracy and updates separation checklist.

SSC will coordinate & process final pay.

UCPATH

COMPLETE

UCPath reviews and processes final pay.

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FINAL PAY UPDATED FINAL PAY FLOW CHART

LOCATION PROCESS: INVOLUNTARY TERMINATION

Opportunities / Challenges:
- Challenges getting local deduction information – multiple different departments (may not include this going forward – those departments can collect directly from the employee)
- Time for the employee may have already been submitted in an on cycle payroll process and would have to be pulled / adjusted
- Settlement agreements
- Employee has multiple jobs in multiple departments / locations
- Location has to estimate / project the final time
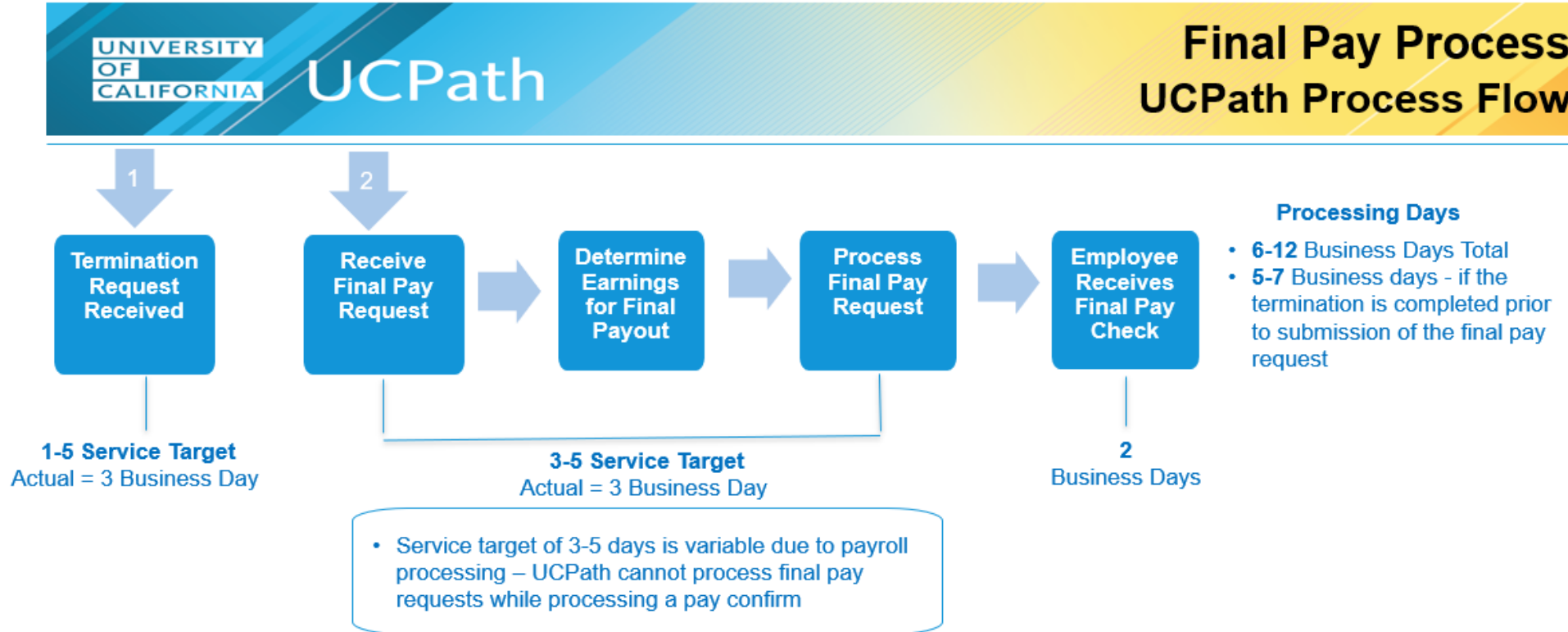- Medical centers terminating on a weekend

Processing Days

- **3-5** Business days

FINAL PAY UPDATED FINAL PAY FLOW CHART

LOCATION PROCESS: VOLUNTARY TERMINATION

UNIVERSITY OF CALIFORNIA UCPath

Final Pay Process
Location Process Flow – Voluntary Termination

Employee notifies manager of resignation	Manager / HR sends termination request to location shared service center	Location SSC submits the termination request in UCPath	Approve termination request	SSC collects final pay information (last day worked, local deductions, imputed income, leave information)	Submit Final Pay Request (E078)	Approve termination request

1 Business Days   **0-1** Business Days   **1** Business Days   **2-3** Business Days

Opportunities / Challenges:
- Challenges getting local deduction information – multiple different departments (may not include this going forward – those departments can collect directly from the employee)
- Time for the employee may have already been submitted in an on cycle payroll process and would have to be pulled / adjusted
- Settlement agreements
- Employee has multiple jobs in multiple departments / locations
- Location has to estimate / project the final time
- Medical centers terminating on a weekend

Processing Days

- **4-6** Business days

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FINAL PAY UPDATED FINAL PAY FLOW CHART

UCPATH PROCESS

RESOURCES

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WHAT DO YOU NEED TO DO IF YOU RESIGN?

EMPLOYEE

01 Submits resignation to supervisor in writing

02 Review the checklist and make sure to complete all action items

03 Work with your supervisor to submit applicable timesheets

04 Make sure to cancel local deductions such as parking, child care, etc

05 Determine if you have any imputed income and discuss with your unit's HR/AP Staff

RESOURCES:

- Employee checklist
- Contact information
- Infographic

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WHAT DO YOU NEED TO DO IF YOUR EMPLOYEE RESIGNS?

SUPERVISORS

01 Submit written resignation from employee to Dept HR/AP Staff or SSC within one business day of notification*

Most important action

02 Review the checklist and make sure complete all action items

RESOURCES:

- Supervisor checklist

- Contact information

- Infographic

03 Work with your employee to submit applicable timesheets

04 Make sure employee reviews checklist for their action items

*__Question__: Is this turnaround time new?
Answer: No, this should be the procedure followed, however, adherence is required to meet a 72-hour turnaround, and adherence will be monitored.

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WHAT DO YOU NEED TO DO WHEN YOU ARE NOTIFIED OF A RESIGNATION IN YOUR UNIT?

DEPT HR/AP STAFF

01 Submit employee resignation/information from SSC within one business day of notification*

Most important action

02 Review the checklist and make sure to complete all action items

03 Work with your employee to submit applicable timesheets

04 Review and cancel any one-time payments via OTP tool that are pending submission to UCPath. Notify SSC of any additional, recurring, and/or one-time payments

05 The dept should evaluate any imputed income reimbursement from the employee based on the existing contract. They should also communicate any reimbursement amount as needed to their SSC

RESOURCES:

- Dept HR/AP checklist
- Contact information
- Infographic
- Flow charts
- SLA from SSC

*Question: Is this turnaround time new?
Answer: No, this should always be the procedure followed, however, it is being more heavily enforced and departments are being reminded of this timeframe to ensure a 72 hour final paycheck where necessary.

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WHAT DO YOU NEED TO DO ONCE YOU RECEIVE A RESIGNATION NOTICE?

SHARED SERVICE CENTERS

01 Submit employee resignation/information from SSC to UCPC within one business day of notification*

Most important action

02 Review and cancel any one-time payments that are pending submission to UCPath

03 Check for any outstanding Paycard transactions pending processing.

04 Review vacation/sick, timesheets, imputed income, concurrent jobs, etc.

05 Confirm employee was paid on time and correctly and confirm employee was paid

RESOURCES:

- SSC checklist
- UCPC Job Aid
- Infographic
- Flow charts
- SLA from UCPC

*__Question__: Is this turnaround time new?
__Answer__: No, this should always be the procedure followed, however, it is being more heavily enforced and departments are being reminded of this timeframe to ensure a 72 hour final paycheck where necessary.

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