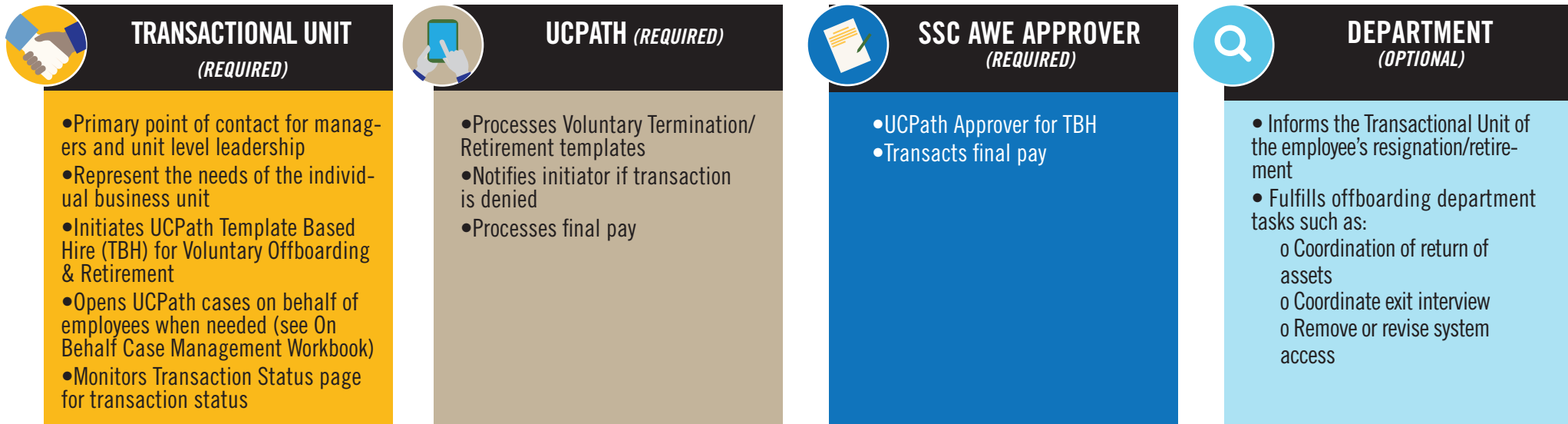


VOLUNTARY TERMINATION/ RETIREMENT

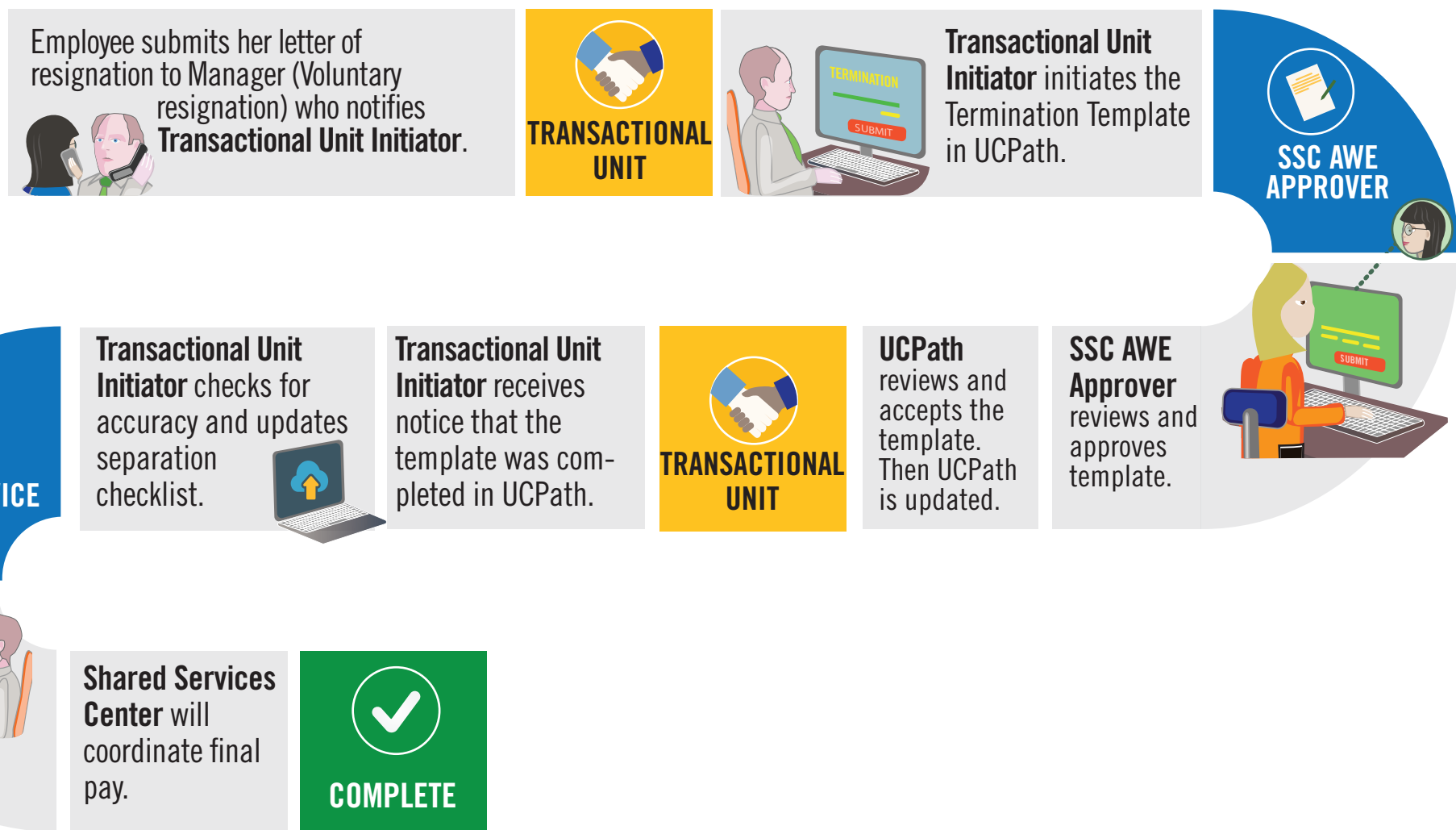
The process of voluntary termination starts with the employee's decision to resign or retire and ends with the final payment information being transferred to the UCPATH Center Payroll Production team. Voluntary terminations are processed for both staff and academic employees. There are benefits and payroll 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



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.