

| Initiate Voluntary Termination Offboarding Request in ServiceLink |

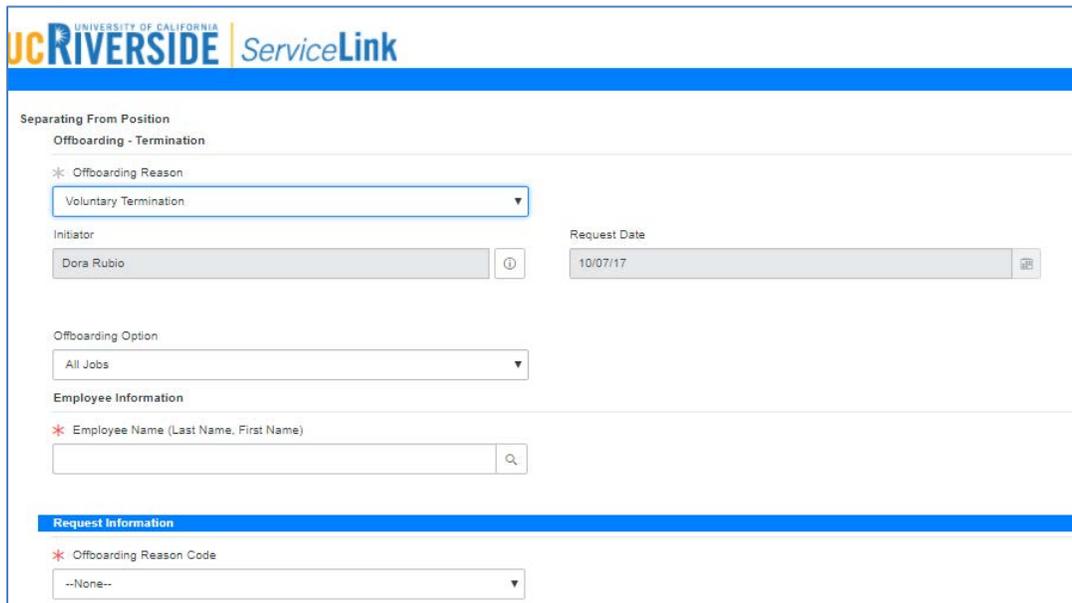
Use this task to initiate a voluntary termination request. The steps in this process can be used for academic and staff employees and for all applicable jobs.

Navigation: https://ucrtemp.service-now.com/ucr_sp/?id=ucr_index

Step	Action
1.	Navigate to the ServiceLink Home Portal
2.	From the ServiceLink Home Portal select the Offboarding Menu to begin request.
3.	The Separating From Position form opens in a new window. The Initiator name and Request Date are auto populated. Click on the information icon to view Initiator's Net ID and user information.

The screenshot displays the ServiceLink home portal for UC Riverside. The page features a navigation bar with links for Home, Submit Support Ticket, and Browse Knowledge. Below the navigation bar, there are several service tiles. The central tile is for HR/AP, and within it, the 'Onboarding' option is highlighted with a red box. Other visible options include Information Technology and Finance. The HR/AP tile lists various services such as New Position, Onboarding, Offboarding, Extended Leave Administration, Job Data Change, Generic Request, and Payroll Adjustment. Each tile also includes a 'More Services' link at the bottom.

Step	Action
4.	<p>In the Offboarding Reason field click the drop down menu and select Voluntary. This is a required field.</p> <p>* Offboarding Reason</p> 
5.	<p>In the Offboarding Option field select All Jobs or Single Job. If Single Job is selected and employee has multiple jobs, all jobs for the employee will appear with a checkbox to select the correct job to terminate.</p> <p>Offboarding Option</p> 
6.	<p>Click the search icon in Employee Name field to select the employee. This is a required field. You can search by Employee Name, Employee ID or Home Department</p> <p>* Employee Name (Last Name, First Name)</p> 
7.	<p>Select Offboarding Reason Code from the drop down menu. If an Academic Employee is selected above, a checkbox titled “Transitioning to Courtesy Title” will appear. If selected, there will be an additional task assigned to the Accountability Structure Fulfiller to submit an Onboarding Request for the transfer. The Onboarding request will need to be completed before the Offboarding request can be sent to Shared Services. This is a required field.</p> <p>* Offboarding Reason Code</p> <p>Options</p> <p><input checked="" type="checkbox"/> Transitioning to Courtesy Title</p>



Step	Action
8.	<p>Enter the Effective Date. (<i>The date on which an individual's employment affiliation with the University ends.</i>) This is a required field.</p> <p>* Effective Date</p> <input type="text" value="10/07/17"/>
9.	<p>Enter the Last Day Worked. (<i>Last day the employee will receive compensation. The date may differ from the Effective date.</i>) This field automatically defaults to the day prior to the Effective Date but can be changed if needed. This is a required field.</p> <p>* Last Day Worked</p> <input type="text" value="10/06/17"/>
10.	<p>In the Additional Compensation on Final Paycheck field, select Yes or No. Additional Compensation refers to One Time or Recurring Payments. If No is selected and employee is owed accrual payouts for vacation, compensatory time off, etc., final paycheck will be processed automatically by UCPath and will be distributed on the employees next regular pay cycle. If Yes is selected, additional information such as Earnings Code, Earnings Amount and Earnings Begin and End Date and FAU Chartfields if available, is required to validate final pay processing.</p> <p>* Is the employee owed additional compensation on their final paycheck ?</p> <div style="border: 1px solid red; padding: 5px;"> <p>-- None --</p> <p>-- None --</p> <p>Yes</p> <p>No</p> </div>

* Effective Date * Last Day Worked

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay data and workflow steps will be bypassed.
 Voluntary and Retirement :
 Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner off-cycle provide a justification in the comments.
 Involuntary :
 Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner

* Is the employee owed additional compensation on their final paycheck ?

* Additional Compensation Information

▼ Note

Must provide the following information to process final pay;
 Earnings Code, Earnings Amount, Earnings Begin Date, Earnings End Date and if available FAU chart fields.

Step	Action
11.	<p>In the Offboarding Tasks section under Accountability Structure and Shared Services select additional tasks that apply. Some tasks will change and auto populate according to employee type. (<i>Academic or Staff</i>) For Academic, the Schedule Exit Interview and Initiate Onboarding Request (if applicable) tasks will appear.</p> 
12.	<p>In the Comments box enter any comments you wish to include.</p> <p>Comments</p> <input type="text"/>
13.	<p>Click the Add Attachment button to include information needed for fulfillment with private info redacted. Do not include Decision documents (resignation letter, termination notice, etc.)</p>
14.	<p>Click the Submit button to submit request. The request is automatically routed to the appropriate person (s) for approval.</p>
15.	<p>Upon successful submission of the request, you will be directed to an order confirmation screen. Take note of the Request Number for your request.</p>

Comments

Attachment

▼ Note:

"Only include information needed for fulfillment with private info redacted. This is not an official file record. Decision documents (resignation letter, termination notice, etc. should not be attached due to privacy)"

Add Attachment

Submit Cancel

