Involuntary Termination – AP

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Involuntary Termination - AP)

Employee Information – AP
Involuntary Termination – Dates

**Effective Date Field:** First day that the employee should not be paid and the job should be inactivated in UCPath. Example: If employee's last day worked and on pay status is a Friday the Effective date should be Saturday.

**Last Day Worked Field:** Last day that the employee was present and performed work for UCR. Usually the last day worked is one calendar day before the Effective Date, but **MAY BE** earlier if the employee took a **Leave of Absence** before being terminated.

Involuntary Termination - AP

**ServiceLink Reason Codes**

- For Involuntary Terminations Only
- Check the Expedite box under Options to escalate termination to UCPC. If this box is checked, SSC will be instructed to open a case with UCPC to expedite. This should be used when an employee needs to be terminated the same day.

**UCPath Reason Codes**

Involuntary Termination for Academic Personnel in ServiceLink & UCPath include three additional Reason Codes.
Involuntary Termination - Tasks

You will need to select at least ONE task as the Accountability Structure Filler (assigned to Assignment Group Dept. Onboarding Accountability Structure Filler). Clicking on the “Create a single task for all Task Listed Below” will create one task that will need to be closed once completed. Individual tasks can also be selected. All selected tasks will be generated at once. Tasks assigned to the Shared Services Center will also be generated simultaneously.

Four out of five possible tasks are required and cannot be modified. These tasks will be assigned to Assignment Group SSC Name Onboarding Shared Services Filler. Tasks will need to be closed in the ServiceLink filler view as part of an Offboarding transaction.

Involuntary Termination (AP) ServiceLink Offboarding Reason Codes

**Academic Incompetent Performance**

*Usage*: Academic Personnel Use. Termination based on APM 075.

**Academic Presumptive Resignation**

*Usage*: Academic Personnel Use. Used to terminate an academic appointee per APM 700-30.

**Academic Terminal Appointment**

*Usage*: Academic Personnel Use. Used to terminate an academic appointee who did not receive tenure.