| Involuntary Termination – Staff |

Navigation: [https://ucrsupport.service-now.com/ucr_portal/](https://ucrsupport.service-now.com/ucr_portal/)

ServiceLink Form (Involuntary Termination- Staff)

Employee Information – Staff
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 - Staff

**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.

**Involuntary Termination Offboarding Reason Codes** in ServiceLink are equivalent to Reason Codes in UCPath.
Involuntary Termination - Tasks

You will need to select at least ONE task as the Accountability Structure Fulfiller (assigned to Assignment Group Dept. Onboarding Accountability Structure Fulfiller). 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 Fulfiller. Tasks will need to be closed in the ServiceLink fulfiller view as part of an Offboarding transaction.

Involuntary Termination (Staff) ServiceLink Offboarding Reason Codes

**Appointment Expired**
**Usage:** Use to terminate an employee with an appointment end date or expiration of contract in accordance with the terms of the contract or appointment.
**Example:** Employee/Student

**Dismissal - Attendance**
**Usage:** Use to terminate an employee due to attendance.

**Death**
**Usage:** Use to terminate an employee due to death.

**Do Not Protest (Settlement)**
**Usage:** Use to terminate when an employee has a settlement with the university. UCPC will not protest any UI claims if the employee has this action/reason code.
Do Not Rehire (Settlement)
Usage: Use to terminate an employee with an Agreement/Settlement. Employee agrees not to return.

Dismissal – Falsified App
Usage: Use to terminate an employee due to falsification on application.

No Longer a Student
Usage: Use to terminate due to employee graduating or no longer student status.
Example: Employee/Student

Involuntary Termination - Other
Usage: Use to terminate an employee for other reasons not stated.

Layoff – Accept Health Care
Usage: Use to track employee who are laid off and accept job at new Healthcare Corporation. Note: Used for Conversion purposes only.

Medical Separation
Usage: Use to terminate an employee due employee who became unable to perform essential functions of his or position due to a disability.

Dismissal - Misconduct
Usage: Use to terminate an employee due to misconduct.

Dismissal – No Longer Cert/Lic
Usage: Use to terminate an employee due to lack of certification or license.
Never Started Employment

**Usage:** Use to terminate an employee due to prospective employee never started work. This is used to void the employee record rather than deleting it.

Elimination of Position

**Usage:** Use to terminate an employee due to elimination of a MSP position or a layoff of an Academic position where no severance or rehire rights are provided.

Per Diem Release

**Usage:** Use to terminate due to the end of a per diem appointment.

Dismissal – Lack of Performance

**Usage:** Use to terminate an employee due to performance.

Released During Probation

**Usage:** Use to terminate an employee due to employee not passing probation.

Layoff – Reduced Sev, Reh/Recall

**Usage:** Use to indefinite Layoff – Reduced Severance and Preferential Rehire/Recall Rights.
Layoff – Rehire/Recall Rights

Layoff - Severance
Usage: Use for indefinite Layoff - Severance

Release from Trial Employment
Usage: Use for release from trial employment initiated by the University.

Visa/Work Permit Expired
Usage: Use to terminate an employee due to expiration of visa and/or work permit.

Grant/Contract Expired
Usage: Use to terminate an employee due to the expiration of a grant or contract.

Void Employee Record
Usage: Used when the record needs to be voided because it was erroneously created and will not be used.