Offboarding

| Retirement – AP |

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

ServiceLink Form (Retire - AP)

Employee Information – AP

Updated 9/21/2018
Retirement – AP

Note: For Retirements in July, there must be a minimum of 1 business day break in service. If not, COLA will be affected for those retiring on July 1st. If error in date occurs, employee has to wait 2 years for COLA.

Retirement – Offboarding Final Pay

In the Additional Compensation-Final Paycheck field, select Yes or No. If Yes 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 employee's next regular pay cycle.

If Yes is selected, additional information is required to validate final pay processing, such as:
- Earnings Code
- Earnings Amount
- Earnings Begin and End Date
- FAU Chartfields if available

Additional Compensation refers to One Time or Recurring Payments.

Retirement - Offboarding 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 fulfillment view as part of an Offboarding transaction.