Offboarding

| Retirement – Staff |

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

ServiceLink Form (Retire - Staff)

Employee Information – Staff
Retirement Offboarding Reason Codes - Staff

Note: In ServiceLink and UCPath there is only one Reason Code when Offboarding employees due to Retirement.

Options: If a Staff Employee is selected, the Emeritus checkbox appears under Options. An additional task for the Accountability Structure Fulfiller to initiate an Onboarding Request. The request will have to be submitted for the employee before the Retirement request is completed.

Retirement - Offboarding Dates

In the Effective Date field, enter the date on which the retirement takes effect. This date should be one day after the employee’s Last Day worked.

Enter the employee’s Last Day Worked. This is usually the last day employee was on pay status and separation date. This date should always be a date earlier than the Effective Date.

Retirement – Offboarding Final Pay

In the Additional Compensation-Final Paycheck field, select Yes or No. 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 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 fulfiller view as part of an Offboarding transaction.