Voluntary Termination – Staff

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

ServiceLink Form Voluntary Termination (Staff)

Employee Information – Staff

Updated 9/21/2018
Voluntary Termination - Offboarding Reason Codes

There are 14 Offboarding reason codes for a Voluntary Termination.

**Note:** Appointment Expired, Death and No Longer a Student are not Voluntary Termination reason codes. If you need to terminate an employee for any of these 3 reasons, use the Involuntary Termination form.

### Voluntary Termination (Staff) ServiceLink Offboarding Reason Codes

- **Resign Accept Another Job**
  - **Usage:** Use to terminate an employee due to employee accepting another job.
  - **Example:** Employee has accepted a job with the NASA

- **Resign Dissatisfied w/job**
  - **Usage:** Use to terminate an employee due to employee being dissatisfied with job.

- **Resign Failed To Return From Leave**
  - **Usage:** Use to terminate an employee due to employee’s failure to return from an approved leave of absence.
  - **Example:** Employee failed to return to work after a medical leave of absence

- **Resign Job Abandonment**
  - **Usage:** Use to terminate an employee due to job abandonment
  - **Example:** Employee doesn’t return after their vacation and doesn’t give notice of resigning.
Resign Look For Another Job

**Usage:** Use to termination an employee due to employee looking for another job.

Resign Military Service

**Usage:** Use to termination an employee due to employee planning to enter military service.

Resign Moved Out Of Area

**Usage:** Use to termination an employee due to employee moving out of area.

Resign No Reason Given

**Usage:** Use to termination an employee when employee did not provide reason for resignation.

Become Self - Employed

**Usage:** Use to termination an employee due to employee planning to work for him or herself.

Resign Personal Reasons

**Usage:** Use to termination an employee due to personal reasons.

**Example:** Employee decides to become a stay at home parent.
Voluntary Termination – Dates

**Resign Quit Without Notice**
*Usage:* Use to terminate an employee due to employee quitting without notice.

**Resign Attend School**
*Usage:* Use to terminate an employee due to employee planning to attend school.

**Resign Self Employment**
*Usage:* Use to terminate an employee due to employee planning to work for him or herself.

**Release From Trial Employment**
*Usage:* Use to terminate an employee from trial employment initiated by the employee.

---

**Date Fields:** These 2 dates SHOULD NOT BE THE SAME DATE.

- **Effective Date:** 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.
Voluntary Termination – Final Pay

Offboarding – Additional Compensation Final Pay

Examples:
- Summer session teaching
- Department chair stipends
- Clinical incentives
- Consultant services
- Reading manuscripts
- Lectures and similar services
- Certification pay
- Uniform allowance
- Military service / Supplement pay for non-exempt employees
- STAR award
- Severance
- Separation Payment

Voluntary Termination – Tasks

Updated 9/21/2018
Exit Interview Link - Voluntary Termination (Staff)

1. The organizational unit/department will provide the model communication to departing staff member asking him/her to complete an electronic exit survey.
2. The org unit/dept will ask the departing staff member for their preferred email address to send an email communication with instructions and a link to complete the UCR exit survey.
3. If the staff member does not have an email address, the organizational unit/department will provide the staff member a letter that will include instructions on how and where to complete the exit survey and a link to the survey.
4. At least one week prior to the staff members last day of work, the organizational unit/department will remind the employee to complete the exit survey.

Here’s a link to the local procedure: [http://hr.ucr.edu/policies/exit_survey_local_procedure_july_2016.pdf](http://hr.ucr.edu/policies/exit_survey_local_procedure_july_2016.pdf)
Exit Interview – UCR HR Communication Template

Communication Template Link: [http://hr.ucr.edu/policies/email_communication_for_staff.docx](http://hr.ucr.edu/policies/email_communication_for_staff.docx)

---

To: [Enter Staff Members Name]  
From: University of California, Riverside – Human Resources  
Re: Exit Survey – Requesting Your Feedback

Dear [Enter Staff Members Name],

As you leave your position at UCR Riverside (UCR), we would like to give you the opportunity to share your honest opinions about UCR by completing a confidential exit survey. We believe you have a unique perspective on the work environment and will be able to provide information about what you found valuable and what we can improve.

The survey is being conducted by a third-party provider (Corporate Leadership Council (CEC)), and is accessible via the internet. You may use a computer in your department, a smart phone with internet access or use the Human Resources (HR) computer kiosk in the HR department located at 1203 University Ave., Suite 200 to complete the survey.

Please complete the survey before your last day of employment; it will take approximately 10 minutes to complete. You can access the survey site in two ways:

1) click on the URL/hyperlink provided below; or
2) enter the URL in the Address location window of your web browser (Internet Explorer, Google Chrome, Firefox, etc.).


Again, your responses to the survey are completely confidential. UCR will not receive any individual results. Your answers will be combined with those of other departing staff members at UCR for analysis. If you have any questions, please contact Mary White by telephone (951) 827-5622 or by email at mary.white@ucr.edu.

We wish you all the best in your future endeavors.

---

Employee Exit Survey


---

Updated 9/21/2018