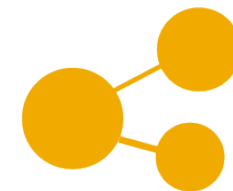




UNIVERSITY OF CALIFORNIA
UC RIVERSIDE



FOM|UCPath Training

Advanced FOM ServiceLink Offboarding – v2

Voluntary Terminations, Involuntary Terminations,
Transfers and Retirement

Trainer Introduction

Kathleen Cool

Title: Principal Trainer

Department: HR | UCPath

Years @ UC: 1 year

Previous Experience: 10+ years of experience in instructional design and training in higher education. Taught Information System Management at the undergraduate and graduate levels.



Housekeeping



Cell Phones



Breaks



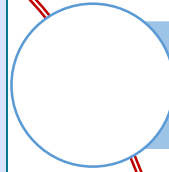
Restrooms

Course Agenda

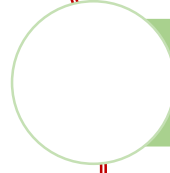


Offboarding

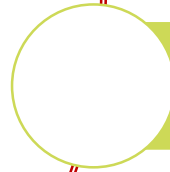
Terminate, transfer out, or retire an employee



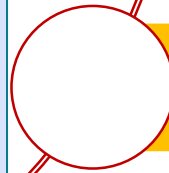
1. Voluntary Termination



2. Involuntary Termination



3. Transfer



4. Retirement

ServiceLink Offboarding Form

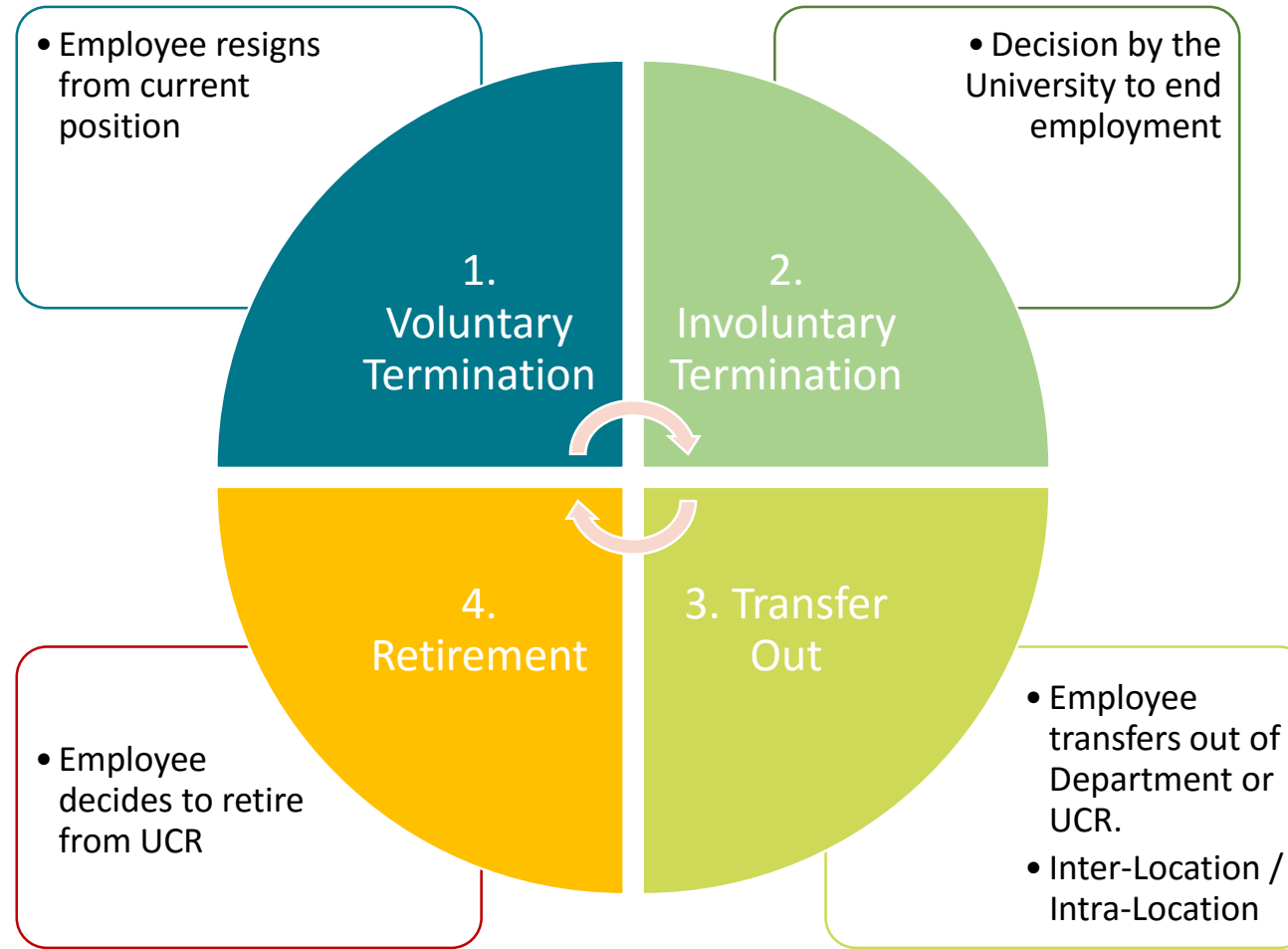


Offboarding is the process of ending the current employment relationship by either the employee or University. It also includes situations in which we terminate one job, but do not entirely separate the employee.

Examples:

- A staff employee with two 50% jobs,
- A student with several casual jobs
- A professor whose term as dean has ended
- A staff or Academic Appointee transferring to UCLA

ServiceLink Offboarding Transactions





ServiceLink Roles

Offboarding FOM Process

Essential Roles & Responsibilities

1: Offboarding Initiator (HR/AP Staff) → ServiceLink

2: Offboarding Accountability Structure Fulfiller(s) → ServiceLink

3: Shared Services Center Offboarding Fulfiller(s) → UCPath

4: Shared Services Center AWE Approver → UCPath



Offboarding FOM Process Essential Roles

1: Offboarding Initiator → ServiceLink

2: Offboarding Accountability Structure Fulfillers(s) → ServiceLink

3: Shared Services Center Fulfiller(s) → UCPath

4: Shared Services Center AWE Approver → UCPath

Offboarding Initiator



First is the Initiator role, who initiates an Offboarding request using ServiceLink with final pay additional compensation, if applicable.

This is a required role.

Can be assigned to one or several employees in the department org.

Assigned to:

- HR/AP Business Partner
- HR/AP Generalist

The Initiator is the individual responsible for collecting Offboarding information from the department/employee.

Offboarding FOM Process Essential Roles

1: Offboarding Initiator → ServiceLink

2: Offboarding Accountability Structure Fulfillers(s)

3: Shared Services Center Fulfiller(s) → UCPath

4: Shared Services Center AWE Approver → UCPath

Offboarding Fulfiller(s)



The Offboarding Accountability Structure Fulfiller is the second role in the process.

Completes tasks assigned to the task queue.

Confirms submission of final timesheet with supervisor.

Departments can have more than one Offboarding Accountability Structure Fulfiller.

Offboarding FOM Process Essential Roles

1: Offboarding Initiator → ServiceLink

2: Offboarding Accountability Structure Fulfillers(s) → ServiceLink

3: SSC Offboarding Fulfiller(s) → UCPath

4: Shared Services Center AWE Approver → UCPath

SSC



Offboarding Fulfiller(s)

The third role is the SSC Fulfiller, who submits the termination transaction in UCPath.

Completes tasks assigned to the SSC task queue.

This is a required role.

Fulfillers:

- Shared Services

Communicates with department if there are any issues with the request and marks requests complete within ServiceLink.

Offboarding FOM Process Essential Roles

1: Offboarding Initiator → ServiceLink

2: Offboarding Accountability Structure Fulfillers(s) → ServiceLink

3: Shared Services Center Fulfiller(s) → UCPath

4: Shared Services Center Approver → UCPath

SSC AWE Approver



Provides a final review in UCPath for quality assurance after SSC Fulfiller submits transaction.


This is a required role.

Approvers:

- Shared Services

Offboarding ServiceLink (EACS) Roles



ServiceLink Form	Type of Request	SAA Assigned ServiceLink Role Required
 <p>Offboarding Terminate, transfer out, or retire an employee</p>	<ul style="list-style-type: none">▪ Voluntary Termination▪ Involuntary Termination▪ Transfer OUT or▪ Retire an employee	<ul style="list-style-type: none">▪ Offboarding Initiator▪ Offboarding Accountability Structure Fulfiller▪ SSC Offboarding Fulfiller

Checking ServiceLink Access - EACS



EACS Accountability Report

(SAA: ALL, ORG Value: ALL, App: SERVICELINK, User: DORARU, SAA Type: ALL)

UCR NetIDs displayed in red font are inactive users.

Acct Struct	Desc	SAA	User NetID	Full Name	User Primary Dept	User Primary ORG	Application	Role Name	Travel Routing
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	EXTENDED LEAVE ACCOUNTABILITY STRUCTURE FULFILLER-	
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	EXTENDED LEAVE INITIATOR-	
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	EXTENDED LEAVE SHARED SERVICES FULFILLER-	
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	OFFBOARDING ACCOUNTABILITY STRUCTURE FULFILLER-	
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	OFFBOARDING INITIATOR-	
---	APPLICATION SAA	<u>SARAU, HEIDIER</u>	DORARU	RUBIO, DORA V	D01103-HUMAN RESOURCES	ORG39 -BUSINESS & ADMINISTRATIVE SERV	SERVICELINK	OFFBOARDING SHARED SERVICES FULFILLER-	

Access to ServiceLink Forms is granted by the department SAA. Role Name indicates what Form and Role has been assigned in ServiceLink

Offboarding Initiator Role



Separating From Position

Offboarding - Termination

Offboarding Reason

Voluntary Termination

Initiator

Dora Rubio

Request Date

03/20/18

In the Offboarding Request Form, if the Offboarding Initiator role has not been assigned, no records will be displayed when attempting to fill out Employee Name.

Employee Information

* Employee Name (Last Name, First Name)

Offboarding Option

All Jobs

Request Information

* Offboarding Reason Code

--None--

* Effective Date

* Last

UCPATH PPPPERs | Production - Google Chrome

Secure | https://ucrsupport.service-now.com/ucr_servicelink/u_ucpath_pppper_list.do?sysparm_target=IO:f4656d31370f87...

UCPATH PPPPERs Go to Employee Name Search

All

Employee Name Employee ID Dept Code Dept Description Division Code

Search Search Search Search Search

No records to display

Voluntary Termination - Staff

ServiceLink Form Voluntary Termination (Staff)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPath



Offboarding

Terminate, transfer out, or retire an employee

The same ServiceLink Form – Offboarding – is used to terminate, transfer out, or retire **Staff and Academic Appointees**, and **concurrent workers**. To terminate a relationship with a Contingent worker or person of interest, submit a Generic Form Request.

Employee Information – Staff



Separating From Position

Offboarding - Termination

* Offboarding Reason
Voluntary Termination

Initiator

Kathleen Cool

Request Date

07/11/18

Offboarding Reason
When an employee voluntarily resigns from 1 or more positions the **“Voluntary Termination”** reason is used.

Employee Information – Staff

Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)

Position Number ▼

Employee First Name	Employee Last Name	Employee ID	Job Code	Job Description	Organization	Organization Description
KATHLEEN	COOL	10006095	004164	TRAINER 4	ORG39	Business & Administrative Serv
Division Code	Division Description	Department code	Division Code	Division Description	Department code	Department Description
DIV130	Human Resources	D01103	DIV130	Human Resources	D01103	Human Resources

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

Voluntary Termination - Offboarding Reason Codes

ServiceLink Reason Codes

Request Information

* Offboarding Reason Code

- Resign Accept Another Job
- Resign Dissatisfied w/Job
- Resign Failed To Return From Leave
- Resign Job Abandonment
- Resign Look For Another Job
- Resign Military Service
- Resign Moved Out Of Area
- Resign No Reason Given
- Become Self - Employed
- Resign Personal Reasons
- Resign Quit Without Notice
- Resign Attend School
- Resign Self Employment
- Release From Trial Employment

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.

Voluntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Voluntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Voluntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Voluntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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 (Staff)

ServiceLink Offboarding Reason Codes (continued)



Resign Quit Without Notice

Usage: Use to termination an employee due to employee quitting without notice.



Resign Attend School

Usage: Use to termination an employee due to employee planning to attend school.

Voluntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



Resign Self Employment

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



Release From Trial Employment

Usage: Use to termination an employee from trial employment initiated by the employee.

Voluntary Termination – Dates



Request Information

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

* Effective Date

* Last Day Worked

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.

Voluntary Termination – 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.

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay Voluntary and Retirement :

Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. employee to be paid off-cycle provide a justification in the comments.

Involuntary :

Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner.

* Is the employee owed additional compensation on their final paycheck ?

Yes	▼
-- None --	
Yes	
No	

Must provide the following information to process final pay;
Earnings Code, Earnings Amount, Earnings Begin Date, Earnings End Date and if available FAU chart fields.

--

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.

Offboarding – Additional Compensation Final Pay



Additional Compensation is any payment that is in addition to an employee's regular base compensation.

- One Time Payments
- Recurring Payments

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



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

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.

Comments & Attachments



Comments can be added to ensure that all needed data to complete a UCPATH Offboarding transaction is included.

NOTE: Enter employee's personal email address to ensure Exit Interview Survey and Former Employee Portal access.

Comments

Attachment

▼ Note:

"Only include information needed for fulfillment with private info redacted. This is not an official file record. Decision documents (resignation letter, termination notice, etc. should not be attached due to privacy)"

Add Attachment

Submit

Cancel

When adding an attachment only include information needed for fulfillment with private info redacted. Resignation letter, termination notice, etc. should not be attached due to privacy.

Exit Interview Link- Voluntary Termination (Staff)



Shared Services

Send Exit Interview Link and Cover Letter (Staff)

This task defaults to the department/org unit, however if a SSC want to take ownership of this task, they should communicate this change with their client base.

Exit Interview Link- UCR HR Policy



Procedure - When a Staff Member Announces their intent to leave the Campus:

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

Exit Interview – UCR HR Communication Template



UCR | Human Resources

To: UCR Staff Member – **[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 UC 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 (CLC)), 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 1201 University Ave., Suite 208 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.).

Survey link:

<https://www.survey-executiveboard.com/se.ashx?s=25113745300A2C78>

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) 827-2622 or by email at mary.white@ucr.edu.

We wish you all the best in your future endeavors.

communication template link:

http://hr.ucr.edu/policies/email_communication_for_staff.docx

Employee Exit Survey



Employee Exit Survey

Thank you for participating in University of California's survey of departing employees. Your survey responses will help us improve the employee experience at our organization.

The survey will take approximately 10 minutes. We will ask you about your decision to leave and your experience working at University of California.

This survey is being conducting by a third-party provider, CEB Corporate Leadership Council, and participants are **guaranteed full confidentiality** and data security. Your honest, candid responses are critical to the survey's success. Absolutely no results or analyses will identify individuals based on personal demographic characteristics or any other information, and the organization will not contact you about your responses unless you request it at the end of the survey.

Instructions

- **To move through this survey**, click on the "Next Page" button at the bottom of every page.
- **Use the "Previous Page" button to change a previous answer.** However, if you do change an answer, you must click on the "Next Page" button to record the change. If you use your browser's Forward button, any changes you have made will not be recorded.
- **All of the questions are required.** If you miss a question, the current page will reappear if you try to move on to the next page. If this occurs, please scroll down to find the question or questions which still require responses and then click "Next Page" to go to the next page.
- **Participants in this survey are guaranteed full confidentiality and data security.** The survey provider will not report any data that would identify individuals by name, personal demographic information, or any other information.
- **Access to the data is only available to the third-party survey provider**, which has protected access to the administrative software used for accessing, downloading, and reading the data. Without the administrative software, the data is unreadable and unrecognizable.




Next Page

Exit Survey link: <https://www.survey-executiveboard.com/se.ashx?s=25113745300A2C78>

Exit Interview Link- Voluntary Termination (Staff)



**CEB Corporate Leadership Council**

We would first like to ask you a few questions for benchmarking and comparison purposes. **Note your individual responses will not be shared with the organization and all survey participants are guaranteed full confidentiality.**

Please select the location that you worked at:

Please select the business unit or division that you worked in:

Please select your ethnicity:

- American Indian or Alaska Native (C) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian
- Chinese/Chinese American (Z) – A person having origins in any of the original peoples of China.
- Filipino/Pilipino (L) – A person having origins in any of the original peoples of the Philippine Islands.
- Japanese/Japanese American (B) – A person having origins in any of the original peoples of Japan.
- Native Hawaiian or Other Pacific Islander (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- Pakistani/East Indian (R) – A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).
- Other Asian (X) – A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia, Thailand, and Vietnam).
- Black/African American (A) – A person having origins in any of the Black racial groups of Africa. (not of Hispanic origin)
- Hispanic/Latino
- Mexican/Mexican American/Chicano (E) – A person of Mexican culture or origin regardless of race.
- Latin American/Latino (5) – A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
- Other Spanish/Spanish American (W) – A person of Spanish culture or origin, not included in any of the Hispanic categories listed above.
- White (not of Hispanic origin) (F) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Prefer not to respond

Please select the choice that most closely describes your level in the organization you're departing:



Voluntary Termination - AP

Employee Information – AP



Selecting the Offboarding Reasons and entering the Employee Information is the same as Staff voluntary terminations



Separating From Position

Offboarding - Termination

* Offboarding Reason
Voluntary Termination

Offboarding Reason
When an employee voluntarily resigns from 1 or more positions the **“Voluntary Termination”** reason is used.

Initiator

Kathleen Cool

Request Date

07/11/18

Employee Information – AP



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)

Position Number ▼

Employee First Name	Employee Last Name	Employee ID	
JOHN	KIM	10013465	
Job Code	Job Description	Organization	Organization Description
001200	ASSOC PROF-AY	ORG12	Coll of Hum, Arts & Social Sci
Division Code	Division Description	Department code	Department Description
DIV106	Humanities	D01020	Comp Lit & Foreign Languages

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.

Voluntary Termination - AP



Request Information

* Offboarding Reason Code

[Dropdown menu]

Options

Transitioning to Courtesy Title

- Resign Accept Another Job
- Resign Dissatisfied w/Job
- Resign Failed To Return From Leave
- Resign Job Abandonment
- Resign Look For Another Job
- Resign Military Service
- Resign Moved Out Of Area
- Resign No Reason Given
- Become Self - Employed
- Resign Personal Reasons
- Resign Quit Without Notice
- Resign Attend School
- Resign Self Employment
- Release From Trial Employment

* Last Day Worked

[Date input field]

Same Reason Codes apply as Staff Voluntary terminations.

If an Academic Employee is selected, a checkbox titled "Transitioning to Courtesy Title" will appear. If selected, there will be an additional task assigned to the Accountability Structure Fulfiller to submit an Onboarding Request for the transfer. The Onboarding request will need to be submitted before the Offboarding request can be completed.

Voluntary Termination – Tasks



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
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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 Form (Involuntary Termination- Staff)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPATH



Offboarding

Terminate, transfer out, or retire an employee

The same ServiceLink Form – Offboarding – is used to involuntarily terminate **Staff** and **Academic Appointees**, and **concurrent workers**.

To terminate a relationship with a Contingent worker or person of interest, submit a Generic Form Request.

Employee Information – Staff



Separating From Position

Offboarding - Termination

* Offboarding Reason
Involuntary Termination

Offboarding Reason
When an employee is terminated from 1 or more positions the **“Involuntary Termination”** reason is used.

Initiator

Kathleen Cool

Request Date

07/11/18

Employee Information – Staff



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)
COOL, KATHLEEN L

Position Number
40007147

Employee First Name KATHLEEN	Employee Last Name COOL	Employee ID 10006095	Organization Description Business & Administrative Serv
Job Code 004164	Job Description TRAINER 4	Organization ORG39	Department Description Human Resources
Division Code DIV130	Division Description Human Resources	Department code D01103	

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

Involuntary Termination – Dates



Request Information

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

* Effective Date

* Last Day Worked

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

Request Information

* Offboarding Reason Code

Options

Expedite

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 - Staff

ServiceLink Reason Codes

Request Information

* Offboarding Reason Code

Options Expedite

- Appointment Expired
- Dismissal - Attendance
- Death
- Do Not Protest (Settlement)
- Do Not Rehire (Settlement)
- Dismissal - Falsified App
- Grant/Contract expired
- No Longer Student
- Involuntary Termination-Other
- Layoff - Accept Health Care
- Medical Separation
- Dismissal - Misconduct
- Dismissal - No Longer Cert/Lic
- Never Started Employment
- Elimination of Postion
- Per Diem Release
- Dismissal - Lack of Performance
- Released During Probation
- Layoff - Reduced Sev, Reh/Recall
- Layoff - Rehire/Recall Rights
- Layoff - Severance
- Release from Trail Employment
- Visa/Work Permit Expired
- Void Employee Record

Involuntary Termination Offboarding Reason Codes in ServiceLink are equivalent to Reason Codes in UCPATH

UCPath Reason Codes

*Reason Code

Cancel

- Acad- Incompetent Performance
- Acad- Presumptive Resignation
- Acad- Terminal Appointment
- Appointment Expired
- Death
- Dismissal - Attendance
- Dismissal - Falsified App
- Dismissal - Misconduct
- Dismissal - No Longer Cert/Lic
- Dismissal -Lack of Performance
- Do Not Protest (Settlement)
- Do Not Rehire (Settlement)
- Elimination of Position
- Grant/Contract expired
- Involuntary Termination -Other
- Layoff - Accept Health Care
- Layoff- Rehire/Recall Rights
- Layoff- Severance
- Layoff-Reduced Sev, Reh/Recall
- Medical Separation
- Never Started Employment
- No Longer Student
- Per Diem Release
- Release fr Trial Emplmnt-Invol
- Released During Probation
- Visa/Work Permit Expired

Voluntary Termination - Tasks



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



Layoff – Rehire/Recall Rights

Usage: Use for indefinite Layoff – Rehire/Recall Rights.



Layoff - Severance

Usage: Use for indefinite Layoff - Severance

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.

Involuntary Termination (Staff)

ServiceLink Offboarding Reason Codes (continued)



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.



Involuntary Termination - AP

ServiceLink Form (Involuntary Termination- AP)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPath



Offboarding

Terminate, transfer out, or retire an employee



The same ServiceLink Form – Offboarding – is used to terminate **Academic Appointees**.

Employee Information – AP



Separating From Position

Offboarding - Termination

* Offboarding Reason
Voluntary Termination

Initiator

Kathleen Cool

Request Date

07/11/18

Offboarding Reason
When an employee is terminated from 1 or more positions the **“Involuntary Termination”** reason is used.

Employee Information – AP



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)
KIM, JOHN

Position Number
40010591

Employee First Name JOHN	Employee Last Name KIM	Employee ID 10013465	Organization Description Coll of Hum, Arts & Social Sci
Job Code 001200	Job Description ASSOC PROF-AY	Organization ORG12	Department Description Comp Lit & Foreign Languages
Division Code DIV106	Division Description Humanities	Department code D01020	

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.

Involuntary Termination – Dates



Request Information

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

* Effective Date

* Last Day Worked

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

Request Information

* Offboarding Reason Code

Options

Expedite

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 - AP

ServiceLink Reason Codes

Request Information

* Offboarding Reason Code Options
 Expedite

Acad - Incompetent Performance
Acad - Presumptive Resignation
Acad - Terminal Appointment
Appointment Expired
Dismissal - Attendance
Death
Do Not Protest (Settlement)
Do Not Rehire (Settlement)
Dismissal - Falsified App
Grant/Contract expired
No Longer Student
Involuntary Termination-Other
Layoff - Accept Health Care
Medical Separation
Dismissal - Misconduct
Dismissal - No Longer Cert/Lic
Never Started Employment
Elimination of Postion
Per Diem Release
Dismissal - Lack of Performance
Released During Probation
Layoff - Reduced Sev, Reh/Recall
Layoff - Rehire/Recall Rights
Layoff - Severance
Release from Trail Employment
Visa/Work Permit Expired
Void Employee Record

Involuntary Termination for Academic Personnel in ServiceLink & UCPATH include three additional Reason Codes.

UCPath Reason Codes

*Reason Code

Cancel

Acad- Incompetent Performance
Acad- Presumptive Resignation
Acad- Terminal Appointment
Appointment Expired
Death
Dismissal - Attendance
Dismissal - Falsified App
Dismissal - Misconduct
Dismissal - No Longer Cert/Lic
Dismissal -Lack of Performance
Do Not Protest (Settlement)
Do Not Rehire (Settlement)
Elimination of Position
Grant/Contract expired
Involuntary Termination -Other
Layoff - Accept Health Care
Layoff- Rehire/Recall Rights
Layoff- Severance
Layoff-Reduced Sev, Reh/Recall
Medical Separation
Never Started Employment
No Longer Student
Per Diem Release
Release fr Trial Emplmnt-Invol
Released During Probation
Visa/Work Permit Expired

Involuntary Termination - Tasks



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

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 (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.

Involuntary Termination (AP)

ServiceLink Offboarding Reason Codes (continued)



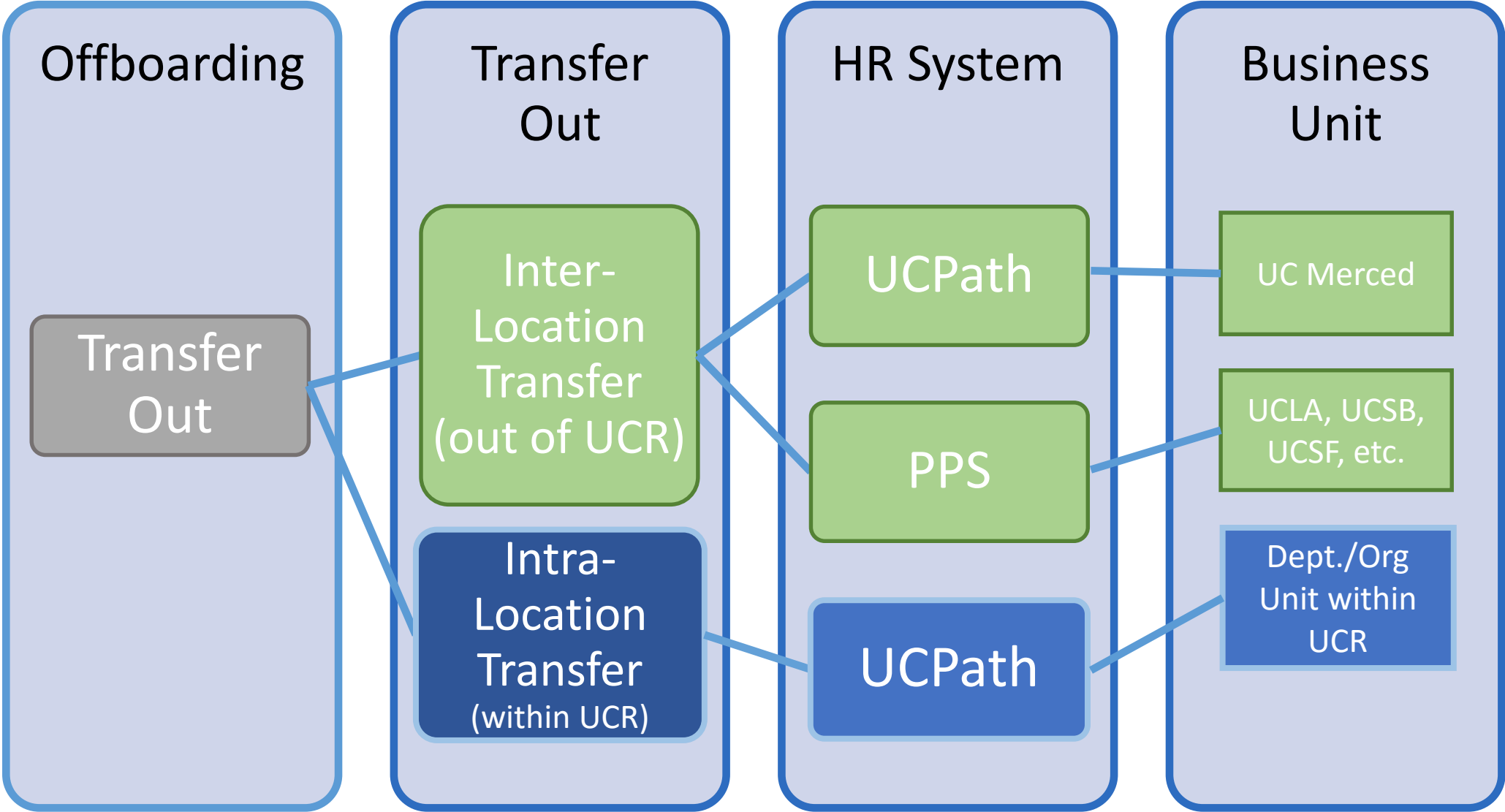
Academic Terminal Appointment

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



Offboarding Transfers

Offboarding Transfers

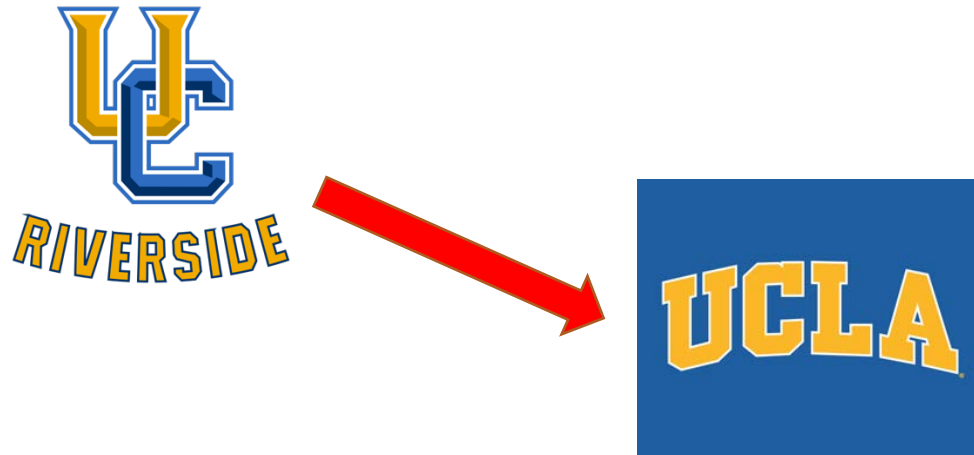


Offboarding Transfers



Interlocation

UCR Employee transfers to another UC University. Involves an Offboarding transaction in ServiceLink and UCPath.



Offboarding Transfers

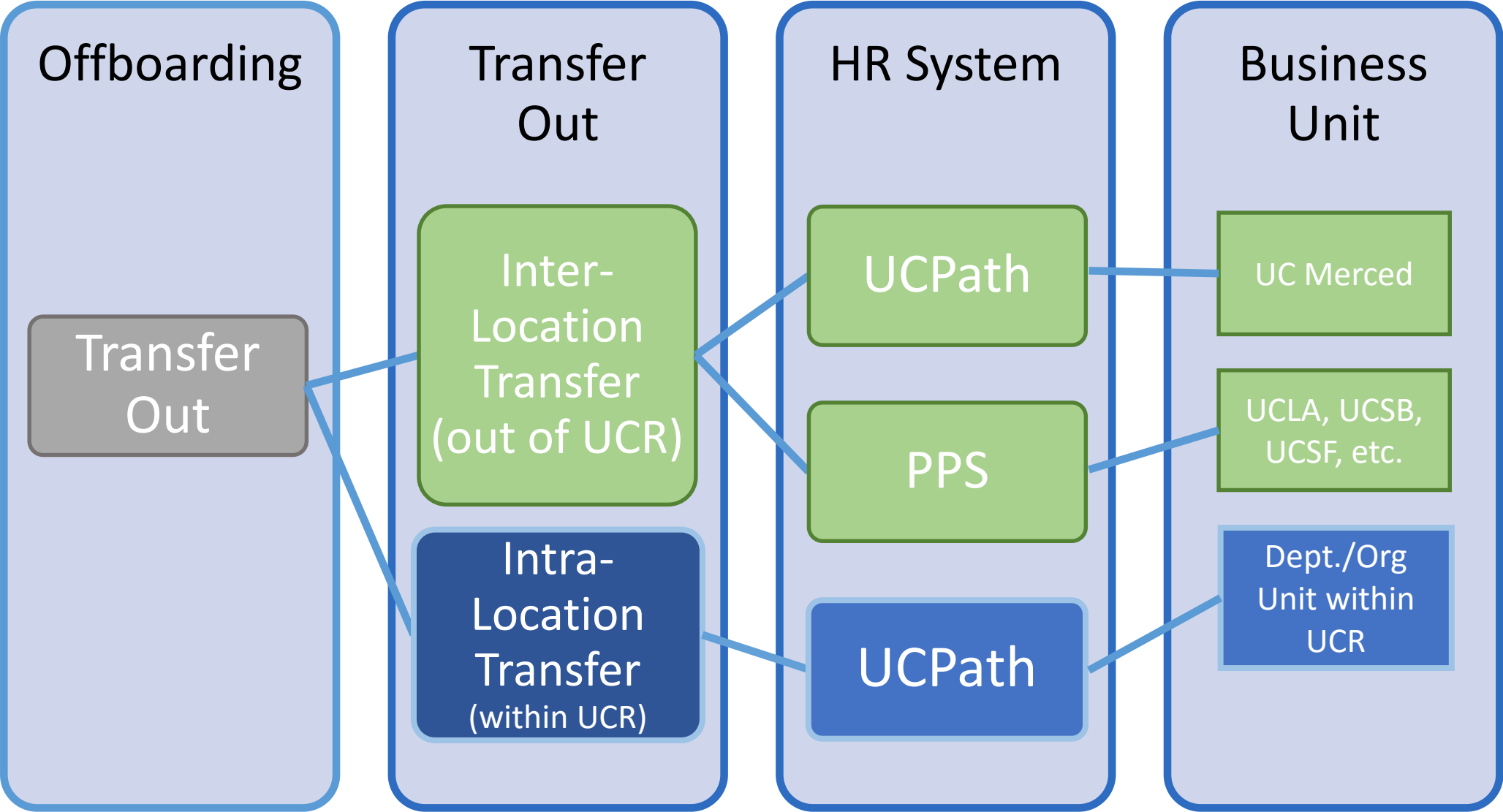


Intralocation

Employee transfers between departments at UCR. Will be an Offboarding from the department and Onboarding to new department in ServiceLink and UCPATH.



Offboarding Transfers



Interlocation Transfer Dates

****NO Break in Service****

To ensure no break in service, the **Effective Date** of the transaction **must** be the **DAY after the employee's final day at UCR.**

The UC locations must coordinate to ensure the effective dates for **Onboarding & Offboarding** transactions are the same.

Last Day Worked

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Friday, Aug 25th 2017

Effective Date

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Saturday, Aug 26th 2017

Example: Jane Smith's last day worked is Friday Aug 25th. The Job Effective Date **will be** Saturday Aug 26th, even though she is starting at UCLA on Monday Aug 28th.

Interlocation Transfers - Staff

ServiceLink Form (Interlocation Transfer - Staff)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPATH



Offboarding

Terminate, transfer out, or retire an employee



The same ServiceLink Form – Offboarding – is used for transfer out of UCR **Staff** and **Academic Appointees**.

Interlocation Transfer (Staff) ServiceLink Offboarding Reason Codes

This transfer type is for transfers OUTSIDE UCR (BU=Campus/Location)



Transfer from UCPATH PS (UCPath to PPS)

Usage: Use for employee transfers from a UCPATH-PeopleSoft location to a PPS location. Used during conversion period only. Inactive after all campuses are live on UCPATH.

Example: A staff employee at UCR is transferred to a new position at UC Davis. There is no break in service.



Interlocation (BU) Transfer (UCPath to UCPath)

Usage: Use when an employee is transferring from one Business Unit to another and both Business Units are on PeopleSoft (the existing Employee Record will be terminated and the receiving Business Unit will add a new Employee Record).

Example: A UCR staff employee is transferred to a new position at UC Merced with no break in service.

Employee Information – Staff



Separating From Position

Offboarding - Termination

* Offboarding Reason
Transfer

Offboarding Reason
When an employee transfer from UCR to another UC Location the "Transfer" reason is used.

Initiator

Kathleen Cool

Request Date

07/11/18

Employee Information – Staff



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)
COOL, KATHLEEN L

Position Number
40007147

Employee First Name KATHLEEN	Employee Last Name COOL	Employee ID 10006095	Organization Description Business & Administrative Serv
Job Code 004164	Job Description TRAINER 4	Organization ORG39	Department Description Human Resources
Division Code DIV130	Division Description Human Resources	Department code D01103	

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.

Interlocation Transfer Reason Codes

ServiceLink Reason Codes

Request Information

* Offboarding Reason Code

Interlocation (BU) Transfer

Transfer from UCPATH PS

Interlocation (BU) Transfer

The first two Reason Codes: Transfer from UCPATH PS & Interlocation (BU) Transfer are the only Interlocation Transfer Reason Codes in ServiceLink.

In UCPATH the Reason Codes are the same but Interlocation transfers for both Staff and Academic Appointees are transacted using the Voluntary Termination template.

UCPATH Reason Codes

*Job Effective Date 03/13/2018

Action Termination

*Reason Code

Career to Per Diem

Interlocation (BU) Transfer

Release in Trial Employment

Resign - Accept Another Job

Resign - Attend School

Resign - Dissatisfied w/ Job

Resign - Job Abandonment

Resign - Look For Another Job

Resign - Military Service

Resign - Moved out of Area

Resign - No Reason Given

Resign - Personal Reasons

Resign - Quit Without Notice

Resign - Self Employment

Resign - Failed to Ret fr Leave

Transfer from UCPATH PS

Interlocation Transfer – Dates



Request Information

* Effective Date

* Last Day Worked


Effective Date Field: First day that the employee should not be paid by UCR.
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 before being terminated.

Interlocation Transfer Forms

1. Transfers from UCR to a UC location on UCPath.

Requires UFIN-300 to ensure personnel files are transferred from UCR.



UNIVERSITY OF CALIFORNIA
PERMANENT INTERLOCATION TRANSFER
TERMINATING LOCATION - TRANSMITTAL SHEET
UFIN 300 (R12/02)

TRANSFERRING	FROM:	TO:
EMPLOYEE NAME (LAST, FIRST, MI)	SOCIAL SECURITY NO.	EFFECTIVE DATE

ATTACHED NEEDED

<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYEE DATA SHEET
<input type="checkbox"/>	<input type="checkbox"/>	TERMINATION INFORMATION (IGEM) OR SUMMARY OF SEPARATION ACTION IDOC
<input type="checkbox"/>	<input type="checkbox"/>	NEW HIRE/REHIRE IDOC
<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYEE FILE
<input type="checkbox"/>	<input type="checkbox"/>	EMPLOYEE EARNINGS RECORD
<input type="checkbox"/>	<input type="checkbox"/>	OASDI/MEDICARE DOLLAR BALANCE ADJUSTMENT (UPAY649)
<input type="checkbox"/>	<input type="checkbox"/>	OASDI/MEDICARE JOURNAL
<input type="checkbox"/>	<input type="checkbox"/>	INSURANCE INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	COPY OF OVERPAYMENT DETAIL
<input type="checkbox"/>	<input type="checkbox"/>	SEVERANCE PAY PLAN RECORDS

COMMENTS

FROM	E-MAIL ADDRESS	
PHONE NUMBER	FAX NUMBER	DATE

RETN: ACCOUNTING: 5 YEARS AFTER SEPARATION, EXCEPT IN CASES OF DISABILITY, RETIREMENT, OR DISCIPLINARY ACTION, IN WHICH CASE RETAIN UNTIL AGE 75.
OTHER COPIES: 6-8 YEARS AFTER SEPARATION.

[Link to UFIN 300](#)
[Back to Payroll Coordination & Tax Services](#)

Interlocation Transfer Forms (continued)

The screenshot displays the UCPath portal interface. At the top left is the UCPath logo. A search bar and navigation links for 'Bookmark' and 'Log out' are at the top right. A yellow button labeled 'Ask UCPath Center' is also present. A pink banner for 'UCPath Planned Maintenance (April 7)' is visible. Below this is a 'Worklist' section with a 'Date From' filter and a 'View All' link. A dropdown menu is open under 'Human Resources', listing several options: 'Dual Employment', 'Interlocation Transfer Request - Benefits (UCPC UFIN301A)', 'Interlocation Transfer Request - Final Balances (UCPC UFIN301B)', 'Job Data Update', 'Multilocation Agreement', and 'Position Update'. The 'Interlocation Transfer Request - Final Balances (UCPC UFIN301B)' option is highlighted with a red box. Below the dropdown is a 'Forms Library' section with buttons for 'Accruals Management' and 'Human Resources'. The 'Human Resources' button is also highlighted with a red box. A red arrow points from the 'Human Resources' button to the 'Interlocation Transfer Request - Final Balances (UCPC UFIN301B)' option in the dropdown menu.

2. Transfers from UCR to a UC location on PPS.

Requires UFIN-300 and UFIN-301A & 301B.

UCPC will manage the UFIN-301 process which ensures transfer of benefits, accruals and service information data to the PPS location.

UFIN Forms 301A & 301B are located in the UCPath Portal Dashboard under Human Resources.



Intralocation Transfers - Staff

ServiceLink Form (Intralocation (BU) Transfers – Staff)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPath



Offboarding

Terminate, transfer out, or retire an employee

The same ServiceLink Form – Offboarding – is used to terminate, transfer out, or retire **Staff** and **Academic Appointees**, and **concurrent workers**. To terminate a relationship with a Contingent worker or person of interest, submit a Generic Form Request.

Intralocation Transfer Offboarding Reason Codes

ServiceLink Reason Codes

Request Information

* Offboarding Reason Code

Transfer from UCPATH PS
Interlocation (BU) Transfer
Voluntary Demotion
Involuntary Demotion
Lateral Transfer
Promotion
Temp Out of Class Assignment

Transfer Reason Codes in ServiceLink are also in UCPATH

UCPATH Intralocation Transfer Reason Codes (Staff)

The following transaction details are required.

Template Intra-Business Unit Transfer - Staff Only
Category Code UC Transfer
*Employee ID
*Employment Record Number
*Job Effective Date 03/01/2018
Action Transfer
*Reason Code
Continue Cancel

Academic Intra-Campus Transfer
Involuntary Demotion
Lateral Transfer
Per Diem to Career
Promotion
Temp Out of Class Assignment
Transfer - Dual Employment
Voluntary Demotion

Intralocation Transfer (Staff) ServiceLink Offboarding Reason Codes

This transfer type is for transfers Within UCR



Voluntary Demotion

Usage: Use for voluntary transfer to a position with a **lower salary range maximum** in a different department.



Involuntary Demotion

Usage: Use when for transfer to **lower salary range maximum** for disciplinary reasons in a different department.

Intralocation Transfer (Staff) ServiceLink Offboarding Reason Codes (continued)

This transfer type is for transfers Within UCR



Lateral Transfer

Usage: Use to transfer an employee from one position to **another position in a new department.**



Promotion

Usage: Use to change an employee from one position to another position which has a higher salary range maximum. Promotions are normally obtained through a competitive recruitment process. UCOP – This will be used when there is **a change in department.**

Intralocation Transfer (Staff) ServiceLink Offboarding Reason Codes (continued)

This transfer type is for transfers Within UCR



Temp Out of Class Assignment

Usage: Use to transfer a represented employee, according to the employee's bargaining contract, to a full perform the functions of a position in a different classification. The University shall determine the duration and end date of such assignment. The **temporary assignment** shall not result in the permanent reclassification of the employee. This moves employee **into a new department**.

Retirement - Staff

ServiceLink Form (Retire - Staff)



Human Resources & Academic Personnel

Welcome to the HR and AP ServiceLink request page. These requests will route to your Shared Service provider for fulfillment in UCPath



Offboarding

Terminate, transfer out, or retire an employee



The same ServiceLink Form – Offboarding – is used to Retire **Staff** and **Academic Appointees**.

Employee Information – Staff



Separating From Position

Offboarding - Termination

* Offboarding Reason
Retirement

Offboarding Reason
When an employee retires from UCR the “Retirement” reason is used.

Initiator

Kathleen Cool

Request Date

07/11/18

Employee Information – Staff (continued)



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name) COOL, KATHLEEN L		Position Number 40007147	
Employee First Name KATHLEEN	Employee Last Name COOL	Employee ID 10006095	
Job Code 004164	Job Description TRAINER 4	Organization ORG39	Organization Description Business & Administrative Serv
Division Code DIV130	Division Description Human Resources	Department code D01103	Department Description Human Resources

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

Retirement Offboarding Reason Code - Staff

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

Request Information

* Offboarding Reason Code

Options

Emeritus

Retirement

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template Retirement

Organizational Relationship Employee

*Employee ID

*Employment Record Number

*Job Effective Date 03/18/2018

Action Retirement

Reason Code Retirement

Continue Cancel

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 Reason Codes

* Effective Date



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.

* 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.

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay Voluntary and Retirement :
Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. employee to be paid off-cycle provide a justification in the comments.
Involuntary :
Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner.

* Is the employee owed additional compensation on their final paycheck ?

Yes	▼
-- None --	
Yes	
No	

Must provide the following information to process final pay;
Earnings Code, Earnings Amount, Earnings Begin Date, Earnings End Date and if available FAU chart fields.

--

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



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

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.

Retirement - AP

Employee Information – AP



Separating From Position

Offboarding - Termination

* Offboarding Reason

Retirement

Offboarding Reason:
When an employee retires from UCR the “**Retirement**” reason is used.

Initiator

Kathleen Cool

Request Date

07/11/18

Employee Information – AP



Employee's First & Last Names. You can also search by Employee ID or Home Department

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Employee Information

▼ Note
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee

* Employee Name (Last Name, First Name)
KIM, JOHN



Position Number
40010591

Employee First Name JOHN	Employee Last Name KIM	Employee ID 10013465	Organization Description Coll of Hum, Arts & Social Sci
Job Code 001200	Job Description ASSOC PROF-AY	Organization ORG12	Department Description Comp Lit & Foreign Languages
Division Code DIV106	Division Description Humanities	Department code D01020	

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

Retirement - AP



* Effective Date	* Last Day Worked
07/01/18 	06/28/18 

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 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.

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay Voluntary and Retirement :

Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. employee to be paid off-cycle provide a justification in the comments.

Involuntary :

Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner.

* Is the employee owed additional compensation on their final paycheck ?

Yes	▼
-- None --	
Yes	
No	

Must provide the following information to process final pay;
Earnings Code, Earnings Amount, Earnings Begin Date, Earnings End Date and if available FAU chart fields.

--

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



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

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.



Confirmation Notification

ServiceLink Confirmation Notification

Once the Offboarding form is successfully submitted, the Initiator will be directed to this confirmation page.

The screenshot shows the ServiceLink interface. At the top left is the UC Riverside logo. Below it is a navigation bar with a back arrow and the text "Order Status". A green notification banner reads "Thank you, your request has been submitted". Below this, the "Request Number: REQ0012302" is displayed. A table with two columns, "Number" and "Description", contains one row: "RITM0012311" and "Separating From Position". To the right of the table is a "Stage" section with three icons: a play button, a green checkmark, and a refresh arrow.

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK)

This "Stage" icon allows you to track a transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

The RITM Number and Description are hyperlinks that will take you to the ServiceLink Fulfiller view (read-only) for the submitted Offboarding ticket.

RITM View



Requested Item - RITM0012311

Number: RITM0012311
Item: Termination
Opened: 03/20/18 16:54:20
Requested for: Dora Rubio

Offboarding - Termination

* Offboarding Reason
Voluntary Termination

Initiator: Dora Rubio
Request Date: 03/20/18

Employee Information

* Employee Name (Last Name, First Name)

Employee ID	Position No.	Org Code - Description	Div Code - Description	Dept Code - Description	Job Code - Description
		ORG16 - University Library	DIV124 - University Library	D01090 - University Library	D04922 - STDT 1
		ORG39 - Business & Administrative Serv	DIV215 - Auxillary Administration	D02056 - Auxillary Budget & Finance	D04922 - STDT 1

Offboarding Option
All Jobs

Request Information

* Offboarding Reason Code
Resign Accept Another Job

RITM View is a read only view. It displays Offboarding information form details entered by Initiator. At the bottom of the screen, you will see a task catalog that displays all generated tasks. This is shown on the next slide.

Assigned Tasks View

In the Tasks section you can see that this Offboarding ticket has created 4 tasks to complete.

Catalog Tasks (4) Approvers Group approvals

Catalog Tasks Go to State Search 1 to 4 of 4

Request item = RITM0020032

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	SCTASK0035523	Create a Single Task for all Tasks listed below	UCPath D01103 Offboarding Accountability...		▶ <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Open
<input type="checkbox"/>	SCTASK0035521	Complete UCPath Termination Template	UCPath R'SSC Offboarding Shared Services...	Trisha Paredes	▶ <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Open
<input type="checkbox"/>	SCTASK0035522	Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPath'	UCPath R'SSC Offboarding Shared Services...	Trisha Paredes	▶ <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Open
<input type="checkbox"/>	SCTASK0035520	Complete UCPath Final Pay Request in UCPath (only applicable if sep. from UC)	UCPath R'SSC Offboarding Shared Services...	Trisha Paredes	▶ <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Open

Actions on selected rows...

1 to 4 of 4

The Department Fulfiller task has been assigned to the Accountability Structure "Assignment Group" but does not have an "Assigned To" name. This task can be assigned at this time.



Final Pay and TARS

Final Pay & TARS



1. Employees should submit their final timesheet in TARs on or before their final workday.
2. The employee's supervisor must approve the employee's final timesheet as soon as possible after the employee finalizes it.
3. The department fulfiller must communicate with the supervisor to ensure that the employee's time has been finalized and approved. Once confirmed, the department fulfiller should close the task in ServiceLink.
4. SSC will begin the final pay process by pulling the employee's final timesheet from TARS and ensuring it is not sent through the regular payroll process.

Note: If the employee has multiple jobs and only one job is being offboarded, all final pay data and workflow steps will be bypassed.

UCPath Deployment- Final Paycheck

UCPC

- UCR will no longer produce paychecks.
- UCPC will process off-cycle paychecks
- Same day paychecks will not be available.

Off-Cycle

- Represented Employees
- Voluntary Terminate
- Involuntary Terminations
- Retirement
- SSC will request off-cycle paychecks

On-Cycle

- Non-Represented Employees
- Voluntary Terminated
- Employees will receive their final paychecks on their usual payday.

ServiceLink – 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.

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay Voluntary and Retirement :

Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. employee to be paid off-cycle provide a justification in the comments.

Involuntary :

Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner.

* Is the employee owed additional compensation on their final paycheck ?

Yes	▼
-- None --	
Yes	
No	

Must provide the following information to process final pay;
Earnings Code, Earnings Amount, Earnings Begin Date, Earnings End Date and if available FAU chart fields.

--

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.

Final Pay – Additional Compensation



Additional Compensation is any payment that is in addition to an employee's regular base compensation.

- One Time Payments
 - Also includes severance pay or
 - Separation payment
- Recurring Payments

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

Offboarding Final Timesheet Tasks



Offboarding Tasks (select all that apply)

Accountability Structure

- Create a Single Task for all Tasks listed below
- Review EACS and Revoke access as appropriate per UCR Policy
- Update Enterprise Directory
- Coordinate Return of Assets & University Property
- File Decision Doc in Personnel File (do not attach)
- Confirm Employee's final timesheet has been submitted and Approved by the supervisor

The Offboarding Accountability Structure Fulfiller is assigned the task to 'Confirm Employee's final timesheet has been submitted and Approved by the supervisor'.

Shared Services

- Send Exit Interview Link and Cover Letter (Staff)
- Complete UCPATH Termination Template
- Send Offboarding Information to Employee
- Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPATH'
- Complete UCPATH Final Pay Request in UCPATH (only applicable if sep. from UC)

The Offboarding Shared Services Fulfiller will also be assigned the task to 'Complete UCPATH Final Pay Request in UCPATH' (if employee is separating from UC)

Employee Final Timesheet - TARS

Time & Attendance Reporting System

Welcome,

General Options

- [Edit/Complete Current Timesheet \(1\)](#)
- [Review Previous Timesheet\(s\)](#)
- [Edit Previous Timesheet \(0\)](#)
- [Help](#)
- [View Payroll Calendar](#)
- [Exit Application](#)

Employees should submit their final timesheet in TARs on or before their final workday, unless they cannot because they are terminated without notice or have another unusual circumstance.

This applies to all employees who submit time or leave takes.

Supervisor Final Timesheet Approval - TARS

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCRIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

ch 16, 2018 - April 15, 2018 Timesheet

Name	Employee ID	VAC	SKL	Job	Title	Department	Supervisor
Bill Reyes	10012644	59.38	55.51	1	TRAINER 3	D01103 - Human Resources	Cool, Kathleen

APPROVE REJECT

Save
Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

OVERVIEW TIME REPORTING DETAILED VIEW ATTACHMENTS COMMENTS APPROVAL HISTORY

Day of Month	Vacation Leave	Other Leave
Fri: Mar 16	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Mar 17	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Mar 18	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Mar 19	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Mar 20	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Mar 21	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Mar 22	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Mar 23	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Mar 24	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Mar 25	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Mar 26	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Mar 27	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Mar 28	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Mar 29	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Mar 30	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8 PH
Sat: Mar 31	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 1	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 2	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 3	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 4	<input type="checkbox"/>	<input type="checkbox"/>

The employee's supervisor must approve the employee's timesheet as soon as possible after the employee finalizes it.

After approving timesheet, supervisor must Save.

This applies to all employees who submit time or leave takes.

SSC- Final Pay- UCPath



Once the Employee's final timesheet has been submitted and completed in TARS the SSC begins the final pay process by:



Pulling the employees final timesheet from TARS



Beginning an E-078 Final Pay Transaction and entering the employee's time worked and/or leave taken for the entire final pay period.



Accruals, vacation and comp time must be paid out by checking the "Payout Accruals" tab on the "Leave" tab of the Final Pay Form.





Clicking the "Submit Final Pay" transaction in UCPath

Note: If employee is owed additional compensation along with their final pay you would add this payment on the "Earnings" tab

Supervisor Assignment Using 'Reports To'



- 
- In the new TARS system, Supervisors will be maintained using the 'Reports To' field in UCPATH's Position Management feature, **NOT** in Enterprise Directory.
 - This includes students.
 - This change allows TARS to identify a supervisor for each job.
 - If an employee's 'Reports To' information is incorrect, needs to be changed, or you are not receiving the correct timesheets in TARS, **contact your department ServiceLink initiator** and request that they make an update to the 'Reports To' field in Position Management.
 - **Please contact Timesheetfeedback@ucr.edu if you have questions or concerns!**
- 



Reinstatement

Reinstatement

- If an employee is mistakenly terminated (e.g., because of the auto-termination feature or a business process mistake), do not open a case with UCPC.
- Please use the rehire template with the “Reinstatement” action reason and the same effective date as the termination.
- This will ensure benefits, accruals, and service credit are reinstated correctly.



Former Employee Portal

Former Employee Portal



UNIVERSITY OF CALIFORNIA

UCPath

Welcome to UCPATH, where you can view and/or update your personal information. If you have questions about UCPATH or need assistance, please contact the UCPATH Center at 855-982-7284.

Authorized users sign in below

University of California - Office of the President
University of California, Los Angeles
University of California, Merced
University of California, Riverside
University of California; Former Employees

UNIVERSITY OF CALIFORNIA

Login to UCPATH

If you're a former UC employee who needs access to UCPATH, create your personal account below.

Don't have an account? [Create Account](#)

Email:

Password:

[Login](#)

[Forgot Password](#) [Modify Account](#)

Need more help?
Contact the UCPATH Center to speak with an associate M-F from 8 a.m. to 5 p.m. at 855-982-7284 or by email at ucpath@universityofcalifornia.edu

Former Employee Portal



The screenshot shows the UCPath portal for a former employee. On the left is a dark blue sidebar with user information and navigation options. The main content area has a white header with the UCPath logo, a search bar, and utility links. Below the header are three blue buttons for 'View Paycheck', 'View Retirement Info', and 'View Leave Balances'. A row of three dropdown menus contains 'Personal Information', 'Health and Welfare', and 'Income and Taxes'. The 'Notices & Updates' section features a table with columns for 'Date From', 'Link', and 'Priority', and a 'View All' link. A large blue 'REFRESH' button is positioned below the table.

Primary Title: TRAINER 3
Employee ID: [Redacted]
Service Date: 01/03/2017

Navigation: Dashboard, Worklist, Bookmarks, Employee Actions, Forms Library, Quicklinks, Help / FAQ, Edit profile, Log out

UCPath Header: Search, Bookmark, Log out, Ask UCPath Center

Action Buttons: View Paycheck, View Retirement Info, View Leave Balances

Dropdowns: Personal Information, Health and Welfare, Income and Taxes

Notices & Updates Table:

Date From	Link	Priority	View All

REFRESH



Additional Courses

- UCRONB200: Advanced FOM ServiceLink Onboarding
- UCRJDC200: Advanced FOM ServiceLink Job Data Changes

FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu

Training Resources

<http://fomucpath.ucr.edu/training/resources.html>



Your Feedback Please

<https://tinyurl.com/ucrfomucpathfeedback>

Thank You