

Separation - Interdivision Transfer UCSC Local Procedures

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Employee Procedure

1. Notification

- A. **Inform your supervisor** of your intent to transfer from your current job for another position located in a different division/unit. Be sure that there is no break in service between the end date of your current job and the start date of your new job.
- B. **Discuss** the following **with your supervisor**:
- Tasks that need to be reassigned
 - Willingness to train replacement

2. Things To Do

- A. **Provide** the following **to your supervisor**:
- a. Final time record
 - b. Disposition of e-mail and files
- B. **Close out your workspace**:
- a. Remove unnecessary or personal files from your office and computer.
 - b. Complete outstanding travel reimbursements.
- C. **Return all UC property** to your supervisor or appropriate office:
- Copy Card
 - ProCard
 - Keys
 - Office/Building access cards
 - Equipment

3. Last Day Activities

- A. **Record interim "reply" message** on e-mail and voice mail (if applicable).
- B. **Change voice mail pass code** to phone number extension (e.g., xxxx).

Help, Forms & Other Resources

How to Use

The steps for these procedures have been divided into sets of activities for each role involved in the procedure. When you select a role, you will only see the activities and steps the selected role is involved in. To see activities and steps for a different role, choose the desired role.

Forms

- [Background Investigation No Longer Interested \(NLI\) Form](#)
- [Proof of Service Form](#)
- [Separation Data Collection Document \(SEPR\)](#)
- [Unemployment Insurance Termination Report](#)

Resources

- [At Your Service](#)
- [Benefits Office](#)
- [California Employment Development Department \(EDD\)](#)
- [COBRA/Continuation of Group Insurance Coverage](#)
- [Leaving UC Employment](#)
- [Management Guide to Layoff](#)

- [Payroll Separation from Employment Guide](#)
- [Retiring from UC - I am Ready to Retire Now](#)
- [Termination of Employment Benefits Checklist](#)
- [UCSC Job Opportunities](#)