

Separation - Interlocation Transfer UCSC Local Procedures

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Employee Procedure

1. Notification

- A. **Inform your supervisor** of your intent to leave your current job for another job located at another UC Campus. 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
 - [OPERS card](#)
 - [Parking Permit/Bus Pass](#)
 - Campus Library Books
 - Staff ID card
 - 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).
- C. **Update your personal e-mail address** at [At Your Service On-line](#), to ensure receipt of your electronic W-2.
- D. **Meet with your [HR Service Team Representative](#)**:
- Complete separation paperwork.
 - Provide forwarding address (if applicable).
 - Pick up final paycheck and the [Termination of Employment Benefits Checklist](#).
- E. **Important Information Regarding your Benefits**:
- Contact the [Benefits Office](#) if you have any questions regarding your benefits, including COBRA.

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](#)
- [Outgoing Interlocation Memo](#)
- [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](#)