

Separation - Interlocation Transfer UCSC Local Procedures

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Supervisor/Designee Procedure

1. Notification

- A. **Provide the employee** with a written acknowledgment of their intent to separate via interlocation transfer.
- B. **Notify** the following **departments** with employee's intended last day:
 - a. Your HR Service Team
 - b. Your unit/division
 - c. [Environmental Health & Safety](#), if the employee was authorized to work with regulated materials, including:
 - Bio-hazardous material
 - Radioactive material
 - Controlled substances
 - Lasers
 - Select agent

2. Things To Do

- A. **Provide your HR Service Team Representative (HRSTR)** with the following:
 - Acknowledgement of employee's intent to transfer in writing
 - Approved final time record.
- B. **Revoke access and authorization** (if applicable):
 - PPS, FIS (Banner), AIS, Data Warehouse, CruzTime, UNIX, local servers, e-mail, memberships, subscriptions
 - [Signature Authorization](#)
- C. **Discuss with employee how to reuse or dispose of electronic files** and communications:
 - E-Mail: Which messages should be transferred or deleted? Determine if a forwarding message is necessary.
 - Electronic Files: Instruct employee as to which files should be transferred or deleted.
- D. **Ensure employee returns all UCSC property:**
 - Copy Card
 - ProCard
 - Keys
 - Office/Building access cards
 - OPERS card
 - Parking Permit/Bus Pass
 - Campus Library Books
 - Staff ID card
 - Equipment
- E. **Things to consider:**
 - [Filling a Vacancy](#)
 - Exit Interview
 - Fairwell Event

3. Last Day Activities

- A. **Update Voice Mail:**
 - Ensure employee has reset the password to the phone extension (e.g., XXXX).
 - Ensure employee has updated [At Your Service Online](#) with a personal e-mail address to ensure delivery of the electronic W-2.
 - Determine if a forwarding message is necessary.

B. **Remove employee's name** from the following areas (where applicable):

- Emergency contact list
- Routing slips, mail slots, internal e-mail lists and forms
- Office access codes to keypads
- Web pages, directories, and organizational chart

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](#)