UCPath represents a significant transformation in the way UC works and handles human resources and payroll services.
Offboarding refers to personnel actions that end the employment relationship with the University (i.e., retirement, involuntary or voluntary terminations) or a job change that results in the transfer of an employee to a different department on campus (intra-location transfer), or a transfer to a different campus (inter-location transfer).

In situations where an employee holds more than one job concurrently with the University, the termination of one of the jobs does not result in the separation of the employee because the remaining job is still active.

Examples include:

- Professor whose summer research salary job has ended.
- Staff or Academic appointee transferring to another UC location.
- Staff employee transferring to a new job in a different department on campus.
- Staff employee with two 50% jobs. One of the concurrent jobs may end, but the employee is still employed in the remaining job.
Workflow emails are automatically generated and sent to Initiator with approvals/denials along with any comments on the transaction.
UCPath Roles

UCPath Campus Initiators

UCPath Campus Initiators are responsible for monitoring the status of initiated transaction requests. Transactions are submitted in UCPath after all local procedures, consultations, and approvals have taken place (same as in current state).

APO UCPath Initiators/Approvers

APO serves as Initiators and Approvers for Involuntary Terminations of academic personnel, and as Approvers for Voluntary Terminations of academic personnel.
Job End Dates

Certain employee classes (i.e., appointment types) will be subject to "end job automatically" processes. The "End Job Automatically" box will be checked by default in the UCPath system for the following:

* Contract
* Casual/Restricted
* Limited
* Rehired Retiree
* Per Diem (if a Job Record End Date is entered in the hire/transfer template)

Job records with the "End Job Automatically" box checked as the default for the following:
* will be terminated upon expiration of the end date by the UCPC. In cases where the employee holds more than one job, only the job record with the expired end date will be terminated.

* will require UCPath Initiators to submit Final Pay instructions to the Payroll Office if additional compensation or accrued leave must be paid out to the separated employee.

If the Job Record End Date requires an update to extend the job, UCPath Initiators may submit a Job Data Change transaction to change the end date.

Departments will need to monitor the Job Record End Dates for jobs that are subject to the "End Job Automatically" check box default.
Final Pay

UCPath Initiators submit Final Pay instructions to the Payroll Office via Payroll ServiceNow portal.

Typically, the final pay is delivered to the employee by their preferred payment method, via direct deposit or a mailed paper paycheck. Most if not all will get their final pay on their next scheduled pay date unless bargaining unit states differently.

Worth Remembering

There will be no same day checks.

UCSB departments will have to place employees under administrative leave for involuntary terminations.

The submission of termination transactions has to be processed by UCPath center; which may add more lead time before pay is delivered to the employee.

UCPath center defines the criteria for which payments should be Off-Cycle.