



## SEPARATION CHECKLIST

**Department Administrators and Personnel Assistants:** Please provide the completed form along with any documents noted below to your EDB Processing Unit.

### A. Employee/Department Information

Name: \_\_\_\_\_ UCLA ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City : \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
Is this a new address?  Yes  No Employee Phone #: \_\_\_\_\_  
Department Name: \_\_\_\_\_ Dept. ID#: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### B. Action

Last Day on Pay Status: \_\_\_\_\_ Separation Date: \_\_\_\_\_  
Destination after UC : \_\_\_\_\_ Intercampus Transfer to    
Vacation Balance: \_\_\_\_\_ Sick Leave Balance: \_\_\_\_\_  
Separation Reason Code:    
CUE Contract Voluntary Layoff?  Yes  No

### Comments:

### Required attachments:

**Final Timesheet and Copy of completed Unemployment Insurance Termination Report**

**Please complete checklist items on reverse side of form.**

# SEPARATION CHECKLIST

## Department Checklist

- Date: \_\_\_\_\_ Letter of Resignation Received or Date Informed of Resignation
- Date: \_\_\_\_\_ Voice Mail Message changed
- Date: \_\_\_\_\_ E-mail away message
- Date: \_\_\_\_\_ Final Paycheck Reduction Authorization Signed
- Date: \_\_\_\_\_ Travel Card received from Employee
- Date: \_\_\_\_\_ Procard received from Employee
- Date: \_\_\_\_\_ Calling Card received from Employee
- Date: \_\_\_\_\_ Cell Phone received from Employee
- Date: \_\_\_\_\_ Computer Equipment received from Employee
- Date: \_\_\_\_\_ Exit Interview Conducted

## Building Services Checklist

- Date: \_\_\_\_\_ Office Key received from Employee and sent to Building Services
- Date: \_\_\_\_\_ Building Pass received from Employee and sent to Building Services
- Date: \_\_\_\_\_ Parking Pass received from Employee and sent to Building Services
- Date: \_\_\_\_\_ Parking payroll deduction cancelled
- Date: \_\_\_\_\_ BART/Transit payroll deduction cancelled
- Date: \_\_\_\_\_ iRequest to cancel iVisitor/iSchedule access sent to Building Services
- Date: \_\_\_\_\_ iRequest to cancel Phone and Voice Mail

## Systems Services Checklist

- Date: \_\_\_\_\_ Employee E-mail cancelled (Data Center Cancellation Form)
- Date: \_\_\_\_\_ Employee Corporate Time cancelled (Data Center Cancellation Form)
- Date: \_\_\_\_\_ Corporate Systems cancelled - CPS, CFS, etc. (Data Center Cancellation)
- Date: \_\_\_\_\_ Critical Systems cancelled - OASIS, QDB, etc. (Request DSA to complete)
- Date: \_\_\_\_\_ Data Center Cardkey received from Employee and sent to IR&C

## Business Operations Checklist

- Date: \_\_\_\_\_ Conflict of Interest - Leaving Office notification sent to Ross Smith
- Date: \_\_\_\_\_ Unemployment Insurance Termination Form sent to Ebony Jacobs
- Date: \_\_\_\_\_ Separation Documents to EDB Processing Unit

## SEPARATION CHECKLIST

### **EDB/PTR Processing Checklist**

- Date: \_\_\_\_\_ Separation Entered into EDB
- Date: \_\_\_\_\_ Time Reporting Changed to Positive (Z)
- Date: \_\_\_\_\_ Leave Balances Verified
- Date: \_\_\_\_\_ Final Pay and TVP Entered
- Date: \_\_\_\_\_ Severance or Miscellaneous Payments Entered
- Date: \_\_\_\_\_ Separation Packet to Employee including:
- 1) Separation Letter
  - 2) Termination of Employment Brochure
  - 3) COBRA Continuation of Group Health Coverage
  - 4) COBRA Premium Information
  - 5) COBRA Election Form
  - 6) UCRS Distribution Guide Benefits Checklist Pamphlet
  - 7) Separation IDOC to Employee
- Date: \_\_\_\_\_ Final Paycheck Released to DPA/Employee