1. KNOWLEDGE TRANSFER

☐ Tie up any loose ends at the office (finish up projects; hand off)
☐ Move files locally maintained to shared drive or other secured storage and assign permissions (BOX)

2. UCLA HEALTH PROPERTY

☐ Return devices (e.g., laptop, phone, hot spot, pager, iPad, etc.) to department coordinator (if applicable)
☐ Return any keys to department coordinator
☐ Contact department coordinator to close Travel Card (if applicable)
☐ Log on to Bruin ePermit Portal to cancel your parking if transferring to a different location (i.e., Westwood to Santa Monica, etc.). If applicable, return parking placard and gate keycard to Transportation Services.

3. EXPENSES, PAY, BENEFITS, RETIREMENT, TAXES

☐ Submit outstanding expenses for reimbursement to department coordinator (if applicable)
☐ Submit final timesheet in HBS
☐ If per diem or limited without benefits, you have 31 days from your career effective date to enroll in benefits
☐ Any accumulated holiday and/or comp time from your previous department this will be paid out in accordance with University payroll policy on your next cycle paycheck following your transfer to your new position. If you do not have accumulated holiday and/or comp time you may disregard. Vacation and sick leave will transfer with you to the new position. Blood time is never paid out and must be utilized either: within 6 months of earning, before transfer to another department, or before resignation/separation from UCLA

4. ADMINISTRATIVE

☐ Manager approves final timesheet in HBS for payroll processing.
☐ Manager updates org chart and reporting structure in UCPaTH/Cornetstone/Supervisor Tracking by submitting a PAR.
☐ Work with your manager to set out of office replies on phone and email with redirection instructions.
☐ If assigned access or approver/review roles within financial or other systems, work with your manager to identify proxy, contact system owner to update and remove access.

HELPFUL RESOURCES AND CONTACTS

Fidelity: https://myucretirement.com/
Retirement Administration Service Center (RASC) 800-888-8267 M-F 8:30a – 4:30p
At Your Service / UCRAYS: https://atyourserviceonline.ucop.edu/ayso/
https://retirementatyourservice.ucop.edu/UCRAYS/Account/LoginE?ReturnUrl=%2fUCRAYS
UCPath: http://ucpath.universityofcalifornia.edu/
Bruin ePermit: https://flexport.ts.ucla.edu/FlexPort/Account/Portal