

EMAIL TEMPLATES

Please note that this process will be changing with the arrival of UCPATH to UC Davis
(coming Spring 2019)

EMAIL TO BUSINESS PARTNERS

First send: [OCP Business Operations](#); [OCP Personnel](#); [OCP Finance](#);

Then forward to: IThelp@ucdavis.edu (this will prevent everyone being cc:ed on the correspondence)

Attach: Department Off-Boarding Checklist/Business Partner Off-Boarding Checklist

Subject: Off-Boarding – NAME

Hello All,

Please review the attached Off-Boarding checklist for any items in your purview. NAME's last working day with DEPARTMENT is LAST DAY WORKING, and their retirement date is IF APPLICABLE.

Thank you,
SIGNATURE

EMAIL TO SUPERVISOR Please note that this process will be changing with the arrival of UCPATH to UC Davis (coming Spring 2019)

To: Manager/Supervisor CC: OCPPersonnel@ucdavis.edu as needed

Subject: Separation: SEPERATING EMPLOYEE

Hello SUPERVISOR,

In preparation for SEPARATING EMPLOYEE's separation on SEPARATION DATE, we have asked EMPLOYEE to please submit any final timesheets at their earliest convenience, no later than SSO DEADLINE. Please ensure their timesheets are approved promptly upon receipt.

Attached is the off-boarding checklist for your review for additional items that may need to be addressed.

Please share if EMPLOYEE will need to be removed from having access to any systems such as Banner, PPS, OPTRS or Decision Support, etc.

Please let us know if you have any questions or concerns.

Thank you,
SIGNATURE

Attach: Department Off-Boarding Checklist/Business Partner Off-Boarding Checklist

EMAIL TO EMPLOYEE REGARDING SEPARATION

Please note that this process will be changing with the arrival of UCPATH to UC Davis (coming Spring 2019)

To: Separating employee **Cc:** Supervisor/manager; any relevant internal support staff
Attach: Department Off-Boarding Checklist/Business Partner Off-Boarding Checklist

Subject: Final Details **Importance:** High

Hello NAME,

We have provided the information to the Shared Services Organization (SSO) to end your appointment with the DEPARTMENT in PPS effective FINAL DATE. At this time, we would like to provide you with a few reminders to prepare for your departure.

The SSO cannot process your final timesheet until it has been submitted and approved by your supervisor. Please submit your final timesheet(s) with your projected hours through FINAL WORKING DAY, and work with your supervisor to get it approved as soon as possible, no later than BEFORE SSO PROVIDED DEADLINE.

In the meantime, I have scheduled an off-boarding appointment for you on OFFBOARDING APPOINTMENT, at 9: 00 a.m., LOCATION. At that appointment you will meet with SUPERVISOR, and be provided with your final paperwork and any final details will be discussed.

The off-boarding process for you has begun utilizing an off-boarding checklist that informs you of things you may need to consider. Please review that checklist (attached) for any items you need to take care of before your last day with DEPARTMENT.

In the meantime, we ask that you please connect with SUPERVISOR/APPROPRIATE STAFF regarding returning any necessary items, such as keys, computer equipment, etc.

Please also check the department's policy to change your telephone password on the day of your departure, if you have not already done so.

Additional resources for employees leaving UC Davis are available at:

- [UC Separation To-Dos](#)
- [UC Separation and Benefits for Employees](#)
- [RETIREES: UCD HR Retirement home page](#)
- [RETIREES: UCD Retiree Center](#)

Thank you,
SIGNATURE