



Department HR/AP Actions			
	Action	Required (Yes / No / If applicable)	Source
<input type="checkbox"/>	Notify SSC of separation and any time off before separation date within one business day.	Yes	Local Tracking tool
<input type="checkbox"/>	Advise employee of any deductions they may have to cancel with service providers.	Yes	Department/AP
<input type="checkbox"/>	Review / evaluate any imputed income reimbursement / deduction for the employee based on existing contract.	If Applicable	Department/AP
<input type="checkbox"/>	Review and cancel any one time payments via OTP tool that are pending submission to UCPath.	If Applicable	OTP Tool
<input type="checkbox"/>	Notify SSC of any additional, reoccurring, and/or one time payments.	If Applicable	Local Tracking tool
<input type="checkbox"/>			