

BOC Off Boarding Checklist

Item	What Is Needed	Who to Contact	When to Contact
Pcard	-Card holder name -Last 4 digits of card number	#1 pcardhelp@ucdavis.edu # 2 BOC Team # 3 Card Holder	At least 2 weeks prior to last day to give time to: (A) Cancel the card (B) Run report and see what Pcard transactions still need to be cleared Make sure there are no recurring charges on the card. If recurring charges remain, have those canceled and if needed moved to another person's card in the office. If you have more than 2 weeks notice that the person is leaving, they should stop using their pcard at least 3-4 weeks prior to leaving.
Travel Card	-Card holder name -Last 4 digits of card number	#1 travelhelp@ucdavis.edu # 2 BOC Team # 3 Card Holder	At least 2 weeks prior to last day to give time to: (A) Cancel the card (B) Run report and see what Pcard transactions still need to be cleared If you have more than 2 weeks notice that the person is leaving they should stop using their travel card at least 3-4 weeks prior to leaving.
Cell Phone	-Name on Account -Cell Phone Number -Cell Phone Provider	Email BOC Team for AT&T *If the County manages the Cell phone account they will be responsible to canceling the Cell phone service	As soon as you have an end date
MiFi	-Name on Account -MiFi Number	Email BOC Team 5 Boc-partner5@ucanr.edu	As soon as you have an end date
Awards	-Name of PI -Award Number -Name of replacement PI or other important information	Email Business Partner Team: boc-uccepartner1@ucanr.edu boc-uccepartner2@ucanr.edu boc-uccepartner3@ucanr.edu boc-uccepartner4@ucanr.edu Boc-partner5@ucanr.edu boc-uccepartner6@ucanr.edu Email your assigned Contracts & Grants analyst https://ucanr.edu/sites/Contracts_Grants/Contacts/	As soon as you have an end date
Vehicle Lease	-Name of Lessee -Who will the vehicle go to when current lessee leaves?	Email Business Partner Team 2 boc-uccepartner2@ucanr.edu	As soon as you have an end date
Aggie Enterprise	-Employee Name -Kerberos ID	Email ANR Aggie Enterprise Team anr-aggieenterprise@ucanr.edu	As soon as you have an end date
WFA	-Employee Name -Employee ID#	Email help@ucanr.edu	As soon as you have an end date
Collabrative Tools	Employee Name and Email	Email tiroberts@ucanr.edu	As soon as you have an end date
AggieExpense* *Approvers Only	-Employee Name -Home Department Code	Email any of these BOC team members: tiroberts@ucanr.edu jmiorga@ucanr.edu jnlhernandez@ucanr.edu kahanke@ucanr.edu	As soon as you have an end date. *Include who the replacement person is responsible for approving and start date.
TRS Approver Update	-Employee Name -Home Department Code -Replacement Approver Name -Back Up Approver Name (If Needed)	Email anrpayroll@ucanr.edu	As soon as you have an end date. Include a list of who the person will be responsible for timesheet approvals.