

## Employee Extended Leave/Sabbatical To Do's

<u>Item</u>	<u>What Is Needed</u>	<u>Who to Contact</u>	<u>When to Contact</u>
Pcard	Card Holder Name	BOC Team  * All Transactions need to be cleared before card holder goes on leave. At least 2 weeks prior to last day stop using card to ensure all transaction can post and be cleared. Make sure that any reoccurring charges are moved to another employees card in the office.	As soon as you know they will be taking a leave
Travel Card	Card Holder Name	BOC Team  * All Transactions need to be cleared before card holder goes on leave.	As soon as you know they will be taking a leave
Cell Phone	Employee Name  Phone Number  Carrier	Email BOC Team for AT&T If Verizon email ANR BOC-Partner5 <a href="mailto:BOC-partner5@ucanr.edu">BOC-partner5@ucanr.edu</a>  *If the County manages the Cell phone account they will be responsible any changes to the Cell phone service	As soon as you know they will be taking a leave
Aggie Buy	Employee Name  Dates of leave	Email BOC Associate Director Who will be the Back Up approver in Aggie Buy for the PI or CD	As soon as you know they will be taking a leave
Aggie Expense  *Only needed for CD's and PI's	Employee Name	Email BOC Associate Director  Who will be the approver for CD or PI	As soon as you know they will be taking a leave
Effort Reporting	PI Name Award Number(s) Back Up for the Award	Email BOC Team	As soon as you know they will be taking a leave
WFA  *Only needed for CD's and PI's	Employee Name Who will sign as back up on Direct Retros, Funding Changes, Confirming Orders, Etc.	Email BOC Team	As soon as you know they will be taking a leave