



## **How to report separations via the web For Federal Agencies**

- 1. Log on to UC eXpress' web site at [www.ucexpress.com](http://www.ucexpress.com)**
- 2. Follow links to 'client login'.**
- 3. Go to section for 'Employee Separations'. Enter user id and pass code-be sure to indicate 'former Frick client'. If you do not have a user id and pass code double click on, sign up (just below main box) and you can sign up for one. Fill in appropriate agency name and your email address. You will be up and running within 24 hours. Please note that you can change your pass code if you choose. The user id code, however, is unique to your site.**
- 4. Follow the steps for inputting the data requested. You will need to have: SSN, state which employee worked, first day worked, last day worked and the reason for which they have separated. **Make sure you commit your separation at the end.** If you do not do this you will not get a confirmation and your separation will not be posted to our system.**
- 5. Once complete you will receive a confirmation via email within an hour.**
- 6. If additional details are required please fax to your coordinator in St. Louis.**