**EMPLOYEE OFFBOARDING**



Departing Employee Resources

As you transition from your employment at the University of Florida, we hope you find the following reminders and contact information useful.

Reminders

* Complete the Employee Exit Survey: [hr.ufl.edu/exit](http://hr.ufl.edu/exit). The results of the survey are completely anonymous.
* Provide termination documentation prior to your departure.
* Update your mailing address in myUFL to ensure you receive any official UF documentation regarding your departure.
* Return your parking pass to avoid any additional charges.
* Return any UF materials including keys, books, lab equipment, uniforms, computer, PCards, etc.

Important Contacts

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| --- | --- |
| Office | Contact Information |
| Department HR Contact | Phone: 352-294-1503  Email: [cjc-hr@jou.ufl.edu](mailto:cjc-hr@jou.ufl.edu) |
| UFHR Benefits Office  For questions regarding benefits including terminal leave options (special pay plan) and COBRA. | Phone: 352-392-2477  Email: [benefits@ufl.edu](mailto:benefits@ufl.edu) |
| UFHR Employee Relations | Phone: 352-392-1072  Email: [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu) |
| UFHR Talent Acquisition  For questions regarding other employment opportunities at UF. | Phone: 352-392-2477  Email: [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) |
| Payroll | Phone: 352-392-1231  Email: [payrollhelp@admin.ufl.edu](mailto:payrollhelp@admin.ufl.edu) |