When an organization and an employee make the decision to part ways, it is important to make the transition as smooth as possible. This form is designed to assist you in making this a comprehensive and efficient process. Pages 1-4 are to be completed by departmental HR and/or the supervisor while page 5 is a resource page for the departing employee.

Completed by Departmental HR & Supervisor

Who is Leaving?

**Initiating the Process**

|  |  |
| --- | --- |
| Name: | |
| UFID: | Date of Hire: |
| Department: | Date of Termination: |

Reason for Separation

Provide reason for separation below (i.e. resignation, layoff, non-renewal, end of temporary assignment, etc.)

|  |
| --- |
|  |

Keeping in Touch After the Departure

Mailing information should be verified to ensure official UF documents and final payments are forwarded to the correct address. If the mailing address in myUFL is different, please update.

|  |
| --- |
| Mailing Address: |
| Email Address: |
| Phone Number: |

Making Changes in myUFL

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Collect termination documentation (i.e. resignation letter/email, non-renewal letter, etc.) |  |
| Enter employee’s termination date with appropriate reason code in the myUFL system and include termination documentation |  |
| Process any non-reimbursed travel expenses through the department prior to termination date |  |

Sponsored Research Actions

**Prior to the Last Day of Employment**

If the departing employee had sponsored research responsibilities, please complete the following tasks.

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Report to Sponsored Research if the departing employee is a faculty member on a grant |  |
| Verify any outstanding reports pending for Sponsored Research are submitted |  |
| Verify disclosures of inventions and copyrights are submitted |  |
| Ensure lab supplies/chemical/hazardous material/work in process are identified and inventoried |  |
| If lab space was used, lab space must be “closed out” through Environmental Health and Safety |  |

Notify Departing Employee

When an employee separation occurs, it is important to inform the departing employee of their rights and benefits.

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Provide employee the Employee Exit Survey link  [hr.ufl.edu/exit](https://hr.ufl.edu/exit/) |  |
| Inform exiting employee about the Special Pay Plan: [benefits.hr.ufl.edu/retirement/special-pay-plan/](https://benefits.hr.ufl.edu/retirement/special-pay-plan/) |  |
| Recommend employee visit the UFHR Benefits and Retirement Office to ensure proper termination of deductions |  |
| Provide information on W-2 statement mailing process |  |
| Provide information on leave cash out and timeline to receive amount due if applicable |  |
| Remind employee to return parking decal to Transportation & Parking |  |
| Notify of eligibility changes to employment education programs if applicable (EEP, HEO) |  |

Managing Logistics

**On the Last Day of Employment**

The departing employee’s email account is disabled automatically after termination unless the employee is a retiree, alumni, or current student. If the departing employee needs to keep the email address active, contact the identity coordinator in your department to provide them the appropriate affiliation to do so.

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Terminate or modify security access to computer systems (myUFL, UFID, passwords, network drives, etc.) | |  |
| Terminate security roles if leaving the university or remove departmental affiliation if moving to a different department | |  |
| Terminate access to building through the appropriate security system | |  |
| Remove employee’s name from authorized signature list(s), vehicle authorization records | |  |
| Remove employee’s name from email group lists, distribution lists, office phone list, website, building directory, office mailbox, recurring Outlook meetings, Outlook calendars | |  |
| Verify wireless reimbursement is stopped in myUFL | |  |
| Collect physical PCard from departing employee  Contact the PCard team to cancel PCard   * Email [pcard@ufl.edu](mailto:pcard@ufl.edu) and include the cardholder’s (employee’s) name, UFID, and the reason for cancellation | |  |
| Update mailing address in myUFL | |  |

Collecting Items from Departing Employee

During an employee’s tenure, he/she might have acquired university property. Be sure to collect these items prior to his/her departure.

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Keys, Gator1 Card and any other access cards |  |
| PCard physical card |  |
| UF materials (uniforms, lab equipment, books, computers, clinical trials information, patient’s notes, etc.) |  |

Requesting Vacation and Special Pay Information Cash Out

**On the Last Day of Employment**

|  |  |
| --- | --- |
| Action | Completed if applicable |
| Verify travel advances, salary overpayments, cash advances and other debt owed including paid parental leave is repaid to UF   * If, debt is owed, submit request for payment prior to completing leave cash out |  |
| Submit appropriate leave cash out ePAF submitted promptly after termination (within 2 weeks of the termination date) |  |

**Completed by**

|  |  |
| --- | --- |
| Name: | Title: |