UF Office of Human Resource Services | UNIVERSITY of FLORIDA

EMPLOYEE EXIT CHECKLIST

(To be completed by departmental representative and retained in department file)

Employee Name _____

UF ID Number _____   Department/College _____

Date of Hire _____   Termination Date _____

Reason for Separation:

☐ Data correction   ☐ Death   ☐ End of Program Notice (on employer sponsored visa)   ☐ End courtesy appt

☐ End extra compensation   ☐ End PK Yonge supplement   ☐ End pre/post-doc fell appt   ☐ End summer assignment

☐ End temporary job   ☐ End time-limited job   ☐ Layoff   ☐ Non-renewal

☐ Resignation   ☐ Retirement   ☐ TEAMS probationary dismissal   ☐ Terminate additional pay/lump sum

☐ Termination for cause   ☐ Transfer job to new employee record number   ☐ Work authorization expiration   ☐ Workers' compensation settlement

Forwarding Address _____

(Verify address information so that W-2 information and final payments are forwarded to the correct address.)

Purpose: The following checklist is provided to assist all University of Florida employees with the exit process. Employees leaving the university should be aware of their rights and benefits, which include terminal leave options (special pay plan) and COBRA. In addition, departing employees have an obligation to return all university property issued to them and to settle all outstanding accounts. For your convenience, a departmental representative has been assigned to assist you with the exit process.

Checklist: *check one*

Employee's Responsibility	Yes	(N/A)		Yes	(N/A)
Key(s) returned			Complete Employee Exit Survey		
Closed all patient notes/signed charts, if applicable			Completed clinical trials documentation, if applicable		
ID/other cards returned			Library books/materials returned		
Uniforms returned			Telephone calling cards returned		
Purchasing Card and/or credit cards returned			All other UF property returned (PC's, cell phone, lab equipment, etc)		
Blue, Orange, or Official Business Parking Decal has been turned in to Traffic & Pkg			Update correct mailing address information in myUFL		

Supervisor's Responsibility	Yes	(N/A)
Provide information about Employee Exit Survey (www.surveymonkey.com/s/UF_Employee_Exit_Survey)		
Terminate employee email access		
Reports owed under Sponsored Research		
Disclosures of inventions and copyrights		
Contact the PCard Team to cancel PCard (email to pcard@ufl.edu and include the cardholder's (employee's) name, UFID, and the reason for cancellation). ***This must be done regardless if the PCard is turned in or not.***		
Security access to computer systems terminated (myUFL, ID, passwords, etc.)		
Lab supplies/chemical/hazardous material/work in process identified and inventoried		
If lab space was used, lab space must be "closed out" through Environmental Health and Safety		
Travel advances, salary overpayments, cash advances and other debt owed including Paid Parental Leave repaid to UF		
Appropriate leave cash out ePAF submitted promptly after termination (within 2 weeks of the termination date)		
Inform exiting employee about the Special Pay Plan: https://benefits.hr.ufl.edu/retirement/special-pay-plan/		
Report to Sponsored Research if you are a faculty member on a grant		

All miscellaneous debts (parking fines, tuition expenses, Health Center fees, etc.) should be settled with the university.

Employee Comments:

_____   _____
Terminating Employee's Signature   Date   Departmental Representative's Signature   Date

Reminder to Department/Notice to Employee

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Address Update

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Employee Benefits

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Higher Education Opportunity (HEO) program

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