



CLASSIFIED STAFF SEPARATION CHECKLIST

This checklist outlines employment exit procedures to be completed by the end of the last day on the job. The employee and supervisor should work through this form and return it to HBHR once the checklist is complete.

EMPLOYEE NAME _____ UGA ID: _____ SUPERVISOR: _____

REASON FOR SEPARATION: ___ Resignation ___ Termination ___ Transfer to another department* ___ Other

EMPLOYEE RESPONSIBILITIES

- Submit written notice of separation to supervisor.
- Notify the Payroll Department to discontinue direct deposit ONLY if you will be closing your bank account, by sending an email to payroll@uga.edu. If you are not closing your bank account, no action is required. After six months of inactivity, your direct deposit will be suspended until you provide an updated request for direct deposit of net funds to Payroll.
- Complete transition report as directed by supervisor.
- Return all University and housing property to supervisor:
 - Housing badge & UGA ID**
 - Handbooks
 - Radio(s)
 - Cell phone
 - Other: _____
 - Uniforms (if applicable)
- Return purchase card to your supervisor.
- Return assigned keys to the housing key shop.
- Complete an application for refund of TRS contributions and/or download forms such as, request for direct rollover or 30 day waiting period waiver available at <http://www.trsga.com/download-forms.aspx> and submit to HBHR along with copy of driver's license or state-issued ID.
- Contact UGA Human Resources at 706.542.2222 or www.hr.uga.edu for insurance continuation or retirement account information at least one week prior to separation date, if applicable.
- Pay any outstanding debts to appropriate campus units, including parking violations.
- Contact Parking Services for reconciliation, closing of account and return parking pass, if applicable (parking@uga.edu or 706.542.7275).
- Delete your contact information for UGA Alert emergency notification system (<http://ugaalert.uga.edu>)
- Submit leave form(s) as applicable to appropriate departmental personnel.
- Remove all personal items from your workspace.
- Reset voicemail passcode in office to 4-digit campus number.
- Change e-mail contact information on personal and non-UGA paid professional listservs.
- For W-2 purposes, use space below to provide new address information if your address will change:

- Complete and approve final time record on Kronos payroll (salaried only).
- Submit this completed checklist to your supervisor.
- * Not all of the checklist items apply to individuals transferring to another department on campus. Your supervisor will clarify which items need to be completed.
- ** UGA Card may be retained by active students and staff only.

SUPERVISOR RESPONSIBILITIES

Forward original written notice of resignation to HBHR Separation date: _____

- Prior to employee's final work day, inventory the equipment/tools s/he uses. Prepare necessary paperwork to transfer equipment to appropriate department or person.
- Assist employee with this separation checklist, if necessary.
- Assign/review transition report as necessary.
- Prior to employee's final work day, conduct office/apartment inventory. Immediately after the apartment inspection, e-mail the HBHR business manager if the employee had a companion animal in the apartment with instructions for deposit refund or additional charges based upon apartment condition.
- Ensure assigned keys are returned to the key shop.
- Facilitate the return of any University or housing property as listed in the Employee Responsibilities above to department designee.
 - Housing badge & UGA ID** (HBHR Initial : _____)
 - Department Radio (FAC admin initial: _____)
 - P-Card to HBHR (Accountant Initial: _____)
 - Other: _____
 - Uniforms (if applicable)
 - Cell phone (EXEC admin initial ____)
 - Handbooks
 - Arch Pass (IT initial _____)
- Supervisor should ensure voicemail in office is clear and reset to 4-digit campus phone number.
- If employee is a live-in staff member with dependents, supervisor ensures UGA IDs returned to HBHR for each dependent.
- If the employee has not been evaluated in the past 12 calendar months, or if the employee's performance has changed substantially since the last evaluation, complete a final performance evaluation and provide a copy to the employee. Send final evaluation to HBHR.
- Remove employee access to The Dawg House and other assignments websites, if applicable.
- Forward employee's department file to HBHR to be merged into personnel file.
- Contact department phone rep to reset apartment voicemail passcode

Employee Signature

Date

Supervisor Signature

Date

HBHR RESPONSIBILITIES

- Terminate employee's and any dependent's access to department buildings.
- Audit annual leave and compensatory time balances. Verify repayment of salary overpayments.
- Per state law, complete the UGA separation notice Department of Labor form (DOL-800). Give the original separation notice to the employee on his/her final workday. Note: The UGA separation notice is not required for deceased employees or employees transferring to other UGA positions, but should be completed for all other non-student categories. *Submitted to supervisor _____ mailed _____*
- Prepare and submit terminating personnel ensuring to update address for W-2 purposes.
- Submit a remedy ticket to terminate employee's access to servers and systems including mainframe access, housing listserv, RMS, e-mail accounts, accounting and budget systems as appropriate.
- Remove employee's name from authorized signature lists, including payroll distribution, p-card accounts, on-call lists, ELC.
- Remove access/ID from following systems:
 - eLeave
 - eCheck
 - eTicket
 - Judicial Action and application sites (contact SDSC)
 - ASC Applications (contact Assignments Supervisor)
 - Arrow
 - UGA Mart
 - Kronos
 - CRIS
 - Housing staff website
 - WebDFS
 - AiM Work Order (contact Work Control Office)
- Delete information from housing directory (online/roster)
- Log separation information into TALX system. Prepare separation notice.
- Merge employee's department file into personnel file.

HBHR Signature

Date