



Classified Staff Separation Checklist

This checklist outlines employment exit procedures for:
Staff whose employment ends at UGA due to resignation, termination, retirement, or death

Employee name
First MI Last

Reason for separation Resignation Termination Retirement Death End of interim position
Employee dept. _____
Separation effective date _____

Check when complete or indicate N/A

Employee responsibilities

- Submit written notice of retirement/resignation to supervisor.
- Contact OneUSG Connect Benefits at 1-844-587-4236 for information on insurance continuation. Contact UGA Benefits at 706-542-2222 for questions about rollover or withdrawal of retirement funds or login to your Retirement at Work account.
- If you have a P-Card, notify (in writing) your Approving Official(s), Department Head, and the P-Card Coordinators in Procurement and turn in the P-Card to one of these individuals who is responsible destroying the card.
- Complete transition report as directed by your supervisor.
- Complete an application for a refund of TRS contributions and/or download forms such as request for direct rollover or 30 day waiting period waiver available at www.trsga.com.
- Pay any outstanding debts to campus units, including parking violations.
- Return parking permit to Parking Services for reconciliation and closing of parking account (parking@uga.edu or 706-542-7275)
- Return all University property to appropriate departmental personnel, e.g., keys; uniforms; cell phone; pager; laptop/ computer or audiovisual equipment; cameras; exhibits; handbooks; lab equipment; purchasing, and UGA ID cards (retirees may keep UGA ID card after security deactivation, if applicable).
BE AWARE: Employees who separate from UGA lose access to their UGA accounts (MyID and Email) within a matter of days of their separation. Retirees may keep their UGA MyID and email addresses if they have OneUSG Connect retirement dates. Some faculty maintain accounts for up to 12 months beyond their termination date. Departments who want to ensure that the faculty accounts are disabled at termination will need to contact HR or Office of Faculty Affairs to start the faculty access removal exemption process. Direct questions regarding access to EITS at helpdesk@uga.edu.
- Remove all personal items from your workspace.
- Reset your voicemail password to its original 4-digit code.
- Delete your contact information from the UGAAlert emergency notification system (ugaalert.uga.edu/)
- Review your final time sheet(s) and leave form(s) as applicable in OneUSG Connect.
- Go to OneUSG Connect and confirm your mailing address for W-2 purposes. Go to the OneSource training library at training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html. If your W-2 is set for electronic delivery and you leave UGA by employment termination or retirement, you will lose access to your W-2 through the website. Before leaving UGA, go to OneUSG Connect Employee Self-Service and remove your consent for electronic W-2 delivery. If you do not take this action, you will have to contact OneUSG Connect Support to have your W-2 mailed to you.
- Unsubscribe from all personal, professional, and UGA listservs by going to listserv.uga.edu. This step is optional for retirees.

Supervisor responsibilities

- Acknowledge receipt of resignation/retirement letter by officially writing to accept the resignation. Forward the notice of resignation/retirement and your acknowledgement to the HR office.
- Prior to an employee's final day of work, inventory the equipment they used. Prepare necessary paperwork to transfer equipment to appropriate department or person.
- Assign/review transition report if applicable.
- Facilitate the return of all University property as listed above under Employee Responsibilities.
- Request that the employee be removed from all systems (i.e., AiM, Banner, Advocate, etc.)
- If employee is a live-in staff member with dependents, ensure that IDs are collected from dependents and returned to HR.
- If the employee has a P-Card, confirm with the P-Card Coordinators in Procurement that (1) the P-Card has been canceled, (2) that the card has been destroyed, (3) all transactions have been signed off in Works, and (4) adequate documentation exists for each transaction before the employee's separation date.
- If the employee has not been evaluated in the past 12 calendar months or if their performance has significantly changed, complete a final performance evaluation and provide a copy to the employee. Send the evaluation to HR.
- Contact the web developer to remove the head shot from the website if applicable.

HR Responsibilities

- Enter the employee's termination effective date via Manager Self Service in OneUSG Connect.
- Submit IT ticket to remove employee from Housing ListServs and other systems.
- Remove building access.
- Send LSI and Employee Relations the employee's information.
- Remove the employee from the staff directory and staff spreadsheet.

Comments:

Employee signature

Date

Supervisor signature

Date

Departmental representative signature

Date