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 completed.

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:
  - [ ] UGA ID card**
  - [ ] Handbooks
  - [ ] Radio(s)
  - [ ] Cell phone
  - [ ] Other: ________________________________
  - [ ] Uniforms (if applicable)
- [ ] Return purchase card to HBHR.
- [ ] Return assigned keys to 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](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](http://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 contact information for UGA Alert emergency notification system ([http://ugaalert.uga.edu](http://ugaalert.uga.edu)).
- [ ] Submit any outstanding leave in OneUSG Connect.
- [ ] Remove all personal items from your workspace.
- [ ] Reset voicemail passcode in office to 4-digit campus number.
- [ ] Change email contact information on personal and non-UGA paid professional listservs.
- [ ] For W-2 purposes, update new address information at onesource.uga.edu if you address will change.
- [ ] Submit completed checklist to supervisor.

### SUPERVISOR RESPONSIBILITIES

- [ ] Acknowledge receipt of the resignation letter by officially writing to accept the resignation.
- [ ] Forward original written notice of resignation and acknowledgement letter to HBHR.
- [ ] Separation date: ________________________
- [ ] Prior to employee’s final work day, inventory the equipment/tools. 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, email 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.

- UGA ID card** (HBHR Initial: ________)  
- Uniforms (if applicable) (FAC initial: _____)
- Department Radio (FAC admin initial: ________)  
- Cell phone (IT initial: ___)
- P-Card to HBHR (Accountant Initial: ________)  
- Handbooks
- Other: __________________________

Ensure voicemail in office is clear and reset to 4-digit campus phone number.

- If employee is a live-in staff member with dependents, ensure 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.
- Complete and approve final time and absence records, when applicable.
- Contact department phone rep to reset apartment voicemail passcode
- Contact web developer to remove head shot from housing and division websites

__________________________
Employee Signature

__________________________
Supervisor Signature

__________________________
HBHR Signature

*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 staff transferring to another UGA department and retirees.

Reviewed and approved by management team: April 2, 2019