



## 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

Employee Department:

Separation Effective Date:

Reason for Separation:

Resignation:    Termination:    Retirement:    Death:    End of Interim Position:

## EMPLOYEE RESPONSIBILITIES

Check "Done" when completed or mark N/A.

Done	N/A

Submit written notice of retirement/resignation to supervisor (email is acceptable).

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, vendor card or Publix card, notify (in writing) your supervisor/approving official, the HBHR fiscal affairs manager and HBHR associate director. Please return all cards to HBHR via hand delivery. The fiscal affairs manager or associate director will destroy the P-card card per P-Card policy. For P-Cards only, please also email the P-Card Coordinators in Procurement and copy HBHR.

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](http://www.trsga.com).

## EMPLOYEE RESPONSIBILITIES, CONT.

Done | N/A

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](mailto:parking@uga.edu) or 706-542-7275).

Return all University property to appropriate departmental personnel, e.g., keys, uniforms, cell phone, laptop/computer, audiovisual equipment, cameras, exhibits, handbooks, lab equipment, purchasing and UGA ID cards (note: employees transferring to other departments and retirees may keep their UGA ID cards 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 after 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 faculty accounts are disabled at termination will need to contact HR or the Office of Faculty Affairs to start the faculty access removal exemption process. Direct questions regarding access to EITS at [helpdesk@uga.edu](mailto: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 UGA Alert emergency notification system ([ugaalert.uga.edu](http://ugaalert.uga.edu)).

Review your final time sheet(s) and leave requests as applicable in OneUSG Connect.

For W-2 purposes, update new address information at [onesource.uga.edu](http://onesource.uga.edu) via Employee Self Service if address will change. 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 [onesource.uga.edu](http://onesource.uga.edu) via 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](http://listserv.uga.edu). This step is optional for retirees.

Done | N/A

## SUPERVISOR RESPONSIBILITIES

Acknowledge receipt of resignation/retirement letter by officially writing to accept the resignation. Confirm the last day of work in the acknowledgment email. Forward the notice and resignation/retirement and your acknowledgment 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, including UGA cell phones.

Contact the key shop for a list of all keys held by the employee. Collect the listed keys and *return them to the key shop*.

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 HBHR fiscal affairs manager, associate director and 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 a vendor and/or Publix card, please confirm the card(s) were hand delivered to HBHR and request reassignment, if applicable.

If the employee has not been evaluate 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.

Contact Housing IT for assistance with migrating data from the employee's computer and OneDrive.

Employees and supervisor's completion date with signatures below (electronic signatures are acceptable). Checklist should then be sent to Housing Human Resources.

Employee Signature:

Date:

Supervisor Signature:

Date:

## HOUSING HUMAN RESOURCES RESPONSIBILITIES

Prepare and submit terminating Manager Self Service (MSS) transaction. Per state law, the UGA Separation Notice Department of Labor form (DOL-800 is sent to the terminated employee after this transaction has been keyed by UGA Central HR. The Separation Notice is mailed from UGA Central HR office to the former employee's address on file. Please instruct the employee to update this address information via Employee Self Service (ESS) for the Separation Notice and communications of W-2 tax information.

Submit IT ticket to remove employee from Housing ListServ and all other systems.

Remove building access.

Send [ugasastaff@uga.edu](mailto:ugasastaff@uga.edu) and employee relations the employee's information.

Remove the employee from the staff directory and staff spreadsheet.

HR Signature:

Date:

Reviewed: March 31, 2023