



STUDENT AND TEMPORARY STAFF SEPARATION CHECKLIST

(MA/CA/RA/OA/CSA/FCA/HA/HVP/GR/DI)

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 to HBHR once completed.

EMPLOYEE NAME: _____ END DATE: _____ POSITION/COMMUNITY: _____

EMAIL: _____ SUPERVISOR: _____

Date StarRez Separation Notice Requested (where applicable): _____

REASON FOR SEPARATION: Resignation Termination Transfer to another department

EMPLOYEE RESPONSIBILITIES

- (Excluding MA) Submit written notice of resignation to supervisor (an email is sufficient).
- 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.
- Return University and housing property to your supervisor, including keys, radios, supplies/tools, etc.
- For W-2 purposes, update new address information at onesource.uga.edu if address will change.
- Remove all personal items from your workspace.
- Submit this checklist to your supervisor.

SUPERVISOR RESPONSIBILITIES

- All: Facilitate the return of all University or housing property (as listed under employee responsibilities above).
- All except MA: Forward email resignation to HBHR.
- CSA/OA/CA/RA only: Report employee separation in StarRez.
- MA/FCA/CSA/OA/HA/HVP only: Complete and approve final time record.
- GR/DI only: Complete room/apartment inventory.

Employee and supervisor should indicate completion date with signatures below (electronic signatures are acceptable). Checklist should then be sent to the HBHR office to be filed in the personnel file.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HBHR RESPONSIBILITIES

- Terminate in OneUSG Connect.
- Remove from Excel spreadsheet on the shared drive.

HBHR Signature: _____ Date: _____