



## STUDENT AND TEMPORARY STAFF SEPARATION CHECKLIST

Maintenance Assistants, C.L.A.S.S. Advocates, Resident Assistant,  
Community Service Assistants, Graduate Residents, and Doctoral Interns

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 together and return it to Housing Human Resources once completed.

Employee Name:

Employment End Date:

Employee Email:

Position/Community:

Supervisor:

Reason for Separation

Resignation:

Termination:

Transfer to Another Department:

### EMPLOYEE RESPONSIBILITIES

Submit written notice of resignation to supervisor - email is sufficient. Excludes MAs

Notify the Payroll Department to discontinue direct deposit (**only** if you will be closing your bank account) by emailing [payroll@uga.edu](mailto: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 or Housing property to your supervisor, including keys, radios, supplies/tools, etc.

Employee: For W-2 purposes, update new address information at [onesource.uga.edu](https://onesource.uga.edu) via Employee Self Service if your address will change.

Remove all personal items from your workspace.

## SUPERVISOR RESPONSIBILITIES

Facilitate the return of all University or Housing property (as listed under employee responsibilities).

Forward written notice of resignation to HR (excludes MAs).

Report employee separation in StarRez (UGA student staff only).

Complete and approve final time record in OneSource (excludes GRs/DIs/CAs/RAs).

If live-in staff member with dependents, ensure UGA IDs are returned for all dependents (GR/DI only).

Complete room/apartment inventory (GR/DI only).

Employees and supervisors should indicate 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.

Remove employee from Excel spreadsheet on the share drive.

Notify IT of the employee's separation (for GRs/DIs only).

HR Signature:

Date:

Reviewed: March 31, 2023