

OFFICE OF HUMAN RESOURCES

EMPLOYEE EXIT CHECKLIST

Use this form when an employee is terminating employment from UNF or as applicable when an employee is transferring to a new department.

Employee Name: _____ Department Name: _____

Separation or Transfer Date: _____ Reason for Separation: _____

Title: _____

Forwarding Address: _____

The following checklists are provided to assist all University of North Florida employees (Faculty, Support Staff, Administrative and OPS) and departments with the separation or department transfer process. Employees who terminate their employment with the University should be aware of their rights and benefits, which may include leave payments, COBRA benefits and other fringe benefits. Additionally, terminating employee have an obligation to return all University property issued to them and settle all outstanding accounts. Contact Human Resources to schedule an appointment to out-process.

Employee Responsibilities:

- Submit written notice of termination to department.
- Update W4 card with change of address in HR.
- Pay outstanding debts. (Parking fines, library fines, etc.)
- Return all keys to the Lockshop.
- Return all uniforms.
- Return telephone calling card, gas card, and parking pass. (Hanging or fixed)
- Return purchasing card (p-card).
- Return all equipment. (PC, lab equipment, etc.)
- Return library books and materials.
- Contact HR benefits section for insurance end dates and retirement information.
- Complete Exit Interview Questionnaire and return to HR in a sealed envelope marked "Confidential."
- Export all surveys and survey data from the online survey tool.

Department Responsibilities:

- Verify return of uniforms, equipment and supplies.
- Verify repayment of travel advances, salary overpayments and cash advances.
- Verify return of purchasing card (p-card).
- Terminate access to computer systems. (Banner, email, etc.)
- Remove name from authorized signature list(s).
- Prepare and submit termination PAF to HR.
- Attach copy of resignation letter to termination PAF.
- Notify HR if final payment(s) should be withheld pending compliance with employee exit requirements.
- Provide employee with Exit Interview Questionnaire and "Confidential" return envelope.
- Verify all departmental surveys and/or responses are transferred to the correct Qualtrics account.
- Other department-specific items: _____

Department Representative Comments:

Employee: _____ Date: _____

Dept. Rep: _____ Date: _____

This form requires the signature of the terminating or transferring employee and department head or director. Retain the original for department files.