

# EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

Environmental Horticulture Use Only

When an organization and an employee make the decision to part ways, it is important to make the transition as smooth as possible. This form is designed to assist you in making this a comprehensive and efficient process. Pages 1-4 are to be completed by departmental HR and/or the supervisor while page 5 is a resource page for the departing employee.

## Completed by Departmental HR & Supervisor

### Who is Leaving?

Name:	
UFID:	Date of Hire:
Department:	Date of Termination:

### Reason for Separation

Provide reason for separation below (i.e. resignation, layoff, non-renewal, end of temporary assignment, etc.)

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### Keeping in Touch After the Departure (Employee/Supervisor)

Mailing information should be verified to ensure official UF documents and final payments are forwarded to the correct address. If the mailing address in myUFL is different, please update.

Mailing Address:
Email Address:
Phone Number:

### Making Changes in myUFL

Action	Completed if applicable
Collect termination documentation (i.e. resignation letter/email, non-renewal letter, etc.) (Supervisor provides to IFAS-SSC)	<input type="checkbox"/>
Enter employee's termination date with appropriate reason code in the myUFL system and include termination documentation	IFAS-SSC
Process any non-reimbursed travel expenses through the department prior to termination date	IFAS-SSC

Initiating the Process

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## Sponsored Research Actions (Supervisor)

If the departing employee had sponsored research responsibilities, please complete the following tasks.

Action	Completed if applicable
Report to Sponsored Research if the departing employee is a faculty member on a grant	<input type="checkbox"/>
Verify any outstanding reports pending for Sponsored Research are submitted	<input type="checkbox"/>
Verify disclosures of inventions and copyrights are submitted	<input type="checkbox"/>
Ensure lab supplies/chemical/hazardous material/work in process are identified and inventoried	<input type="checkbox"/>
If lab space was used, lab space must be "closed out" through Environmental Health and Safety	<input type="checkbox"/>

## Notify Departing Employee

When an employee separation occurs, it is important to inform the departing employee of their rights and benefits.

Action	Completed if applicable
Provide employee the Employee Exit Survey link <a href="http://hr.ufl.edu/exit">hr.ufl.edu/exit</a> (Dee Boyle)	<input type="checkbox"/>
Inform exiting employee about the Special Pay Plan: <a href="http://benefits.hr.ufl.edu/retirement/special-pay-plan/">benefits.hr.ufl.edu/retirement/special-pay-plan/</a>	IFAS-SSC
Recommend employee visit the UFHR Benefits and Retirement Office to ensure proper termination of deductions	IFAS-SSC
Provide information on W-2 statement mailing process	IFAS-SSC
Provide information on leave cash out and timeline to receive amount due if applicable	IFAS-SSC
Remind employee to return parking decal to Transportation & Parking (Dee Boyle)	<input type="checkbox"/>
Notify of eligibility changes to employment education programs if applicable (EEP, HEO)	IFAS-SSC

Prior to the Last Day of Employment

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On the Last Day of Employment

## Managing Logistics

The departing employee's email account is disabled automatically after termination unless the employee is a retiree, alumni, or current student. If the departing employee needs to keep the email address active, contact the identity coordinator in your department to provide them the appropriate affiliation to do so.

Action	Completed if applicable
Terminate or modify security access to computer systems (myUFL, UFID, passwords, network drives, etc.) (Megz Keathley)	<input type="checkbox"/>
Terminate security roles if leaving the university or remove departmental affiliation if moving to a different department (Dee Boyle)	<input type="checkbox"/>
Terminate access to building through the appropriate security system	N/A
Remove employee's name from authorized signature list(s), vehicle authorization records (Emmy Jones)	<input type="checkbox"/>
Remove employee's name from email group lists, distribution lists, office phone list, website, building directory, office mailbox, recurring Outlook meetings, Outlook calendars (Megz/Emmy/Dee)	<input type="checkbox"/>
Verify wireless reimbursement is stopped in myUFL (Employee/Supervisor)	<input type="checkbox"/>
Collect physical PCard from departing employee (Supervisor/Dee Boyle)	
Contact the PCard team to cancel PCard (Supervisor/Dee Boyle) <ul style="list-style-type: none"> <li>Email pcard@ufl.edu and include the cardholder's (employee's) name, UFID, and the reason for cancellation</li> </ul>	<input type="checkbox"/>
Update mailing address in myUFL (Employee)	<input type="checkbox"/>

## Collecting Items from Departing Employee

During an employee's tenure, he/she might have acquired university property. Be sure to collect these items prior to his/her departure.

Action	Completed if applicable
Keys, Gator1 Card and any other access cards (Emmy Jones)	<input type="checkbox"/>
PCard physical card (Supervisor/Dee Boyle)	<input type="checkbox"/>
UF materials (uniforms, lab equipment, books, computers, clinical trials information, patient's notes, etc.) (Supervisor)	<input type="checkbox"/>

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## Requesting Vacation and Special Pay Information Cash Out

Action	Completed if applicable
Verify travel advances, salary overpayments, cash advances and other debt owed including paid parental leave is repaid to UF <ul style="list-style-type: none"><li>If, debt is owed, submit request for payment prior to completing leave cash out</li></ul>	IFAS-SSC
Submit appropriate leave cash out ePAF submitted promptly after termination (within 2 weeks of the termination date)	IFAS-SSC

### Completed by

Name:	Title:
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## Departing Employee Resources

As you transition from your employment at the University of Florida, we hope you find the following reminders and contact information useful.

### Reminders

- Complete the Employee Exit Survey: [hr.ufl.edu/exit](http://hr.ufl.edu/exit). The results of the survey are completely anonymous.
- Provide termination documentation prior to your departure.
- Update your mailing address in myUFL to ensure you receive any official UF documentation regarding your departure.
- Return your parking pass to avoid any additional charges.
- Return any UF materials including keys, books, lab equipment, uniforms, computer, PCards, etc.

### Important Contacts

Office	Contact Information
<b>Department HR Contact</b>	Phone: Email:
<b>UFHR Benefits Office</b> For questions regarding benefits including terminal leave options (special pay plan) and COBRA.	Phone: 352-392-2477 Email: <a href="mailto:benefits@ufl.edu">benefits@ufl.edu</a>
<b>UFHR Employee Relations</b>	Phone: 352-392-1072 Email: <a href="mailto:EmployeeRelations@hr.ufl.edu">EmployeeRelations@hr.ufl.edu</a>
<b>UFHR Talent Acquisition</b> For questions regarding other employment opportunities at UF.	Phone: 352-392-2477 Email: <a href="mailto:talent@hr.ufl.edu">talent@hr.ufl.edu</a>
<b>Payroll</b>	Phone: 352-392-1231 Email: <a href="mailto:payrollhelp@admin.ufl.edu">payrollhelp@admin.ufl.edu</a>

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