

CHECKLIST FOR SEPARATING EMPLOYEES

The purpose of this checklist is to assist USF St. Petersburg employees and departments with the process when an employee leaves the university. Employees leaving the University should be aware of pertinent information, rights and benefits that may affect them.

Employee's Name	Termination Date
<input type="checkbox"/> Admin. <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Temporary (OPS)	Department: _____

Department Responsibilities:

- Submit Appointment Status Form and appropriate documentation to Human Resources, BAY 206.
- Audit leave records for applicable payout (annual leave - up to the year-end accrual maximum after 6 months or more of continuous service; sick leave - one-fourth of accrued sick leave up to a total of 480 hours after 10 years or more of service; overtime compensatory leave - all unused overtime leave after any amount of service)
- Cancel computer access codes, long-distance access authorization and deactivate voice mail
- Remove employee from authorized signature list(s)
- Ensure USF property has been returned: Remind employee that a final check may not be released until all university property is returned. Property to include:
 - Keys Uniforms Credit Cards PC's/equipment Cell phones Pagers Other _____
- Schedule employee with Human Resources for an Exit Interview
- Inform employee to return parking hangtag to Parking Services (BAY 132) if purchased by payroll deduction

Employee Responsibilities:

If applicable, contact Human Resources/Benefits to:

- Provide HR your correct forwarding address to receive your W-2 form
- Obtain information regarding insurance coverage/COBRA benefits
- Obtain information regarding retirement and/or supplemental retirement accounts (403B's/457's)
- Obtain information regarding donation of sick leave (if sick leave is not paid out)
- Return hangtag to Parking Services (BAY 132) for a refund