

## End of Employment Checklist

Employee name: \_\_\_\_\_ Term Date: \_\_\_\_\_

Check all that apply:

- Admin                       FT  
 Staff                         PT  
 OPS

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### DEPARTMENT CHECKLIST

**Departmental List (check when completed)**

- Appointment Status Form
- Resignation Letter received – signed by supervisor
- Cancel Computer access codes - NEO
- Cancel long distance access – Tampa
- Remove employee from Website
- Remove name plate from office/cubicle
- Remove name from department lists, rosters, etc
- Deactivate voicemail
- Cancel copier code
- Remove employee from authorized signature(s)
- Make sure email and other software is deactivated
- Explain Annual Leave, Overtime Comp & Sick payout
- Leave Documents:
  - Leave Records audited for payout
  - Prepare Payroll Certification Adjustment Form (PCAF) once the payroll period has ended after term date
  - Prepare Sick Leave payout form – if applicable
- Reassign if Emergency Action Marshall
- Ensure USF property is returned
  - Keys
  - Uniforms
  - Credit Cards
  - PC/equipment
  - Cell phone
  - Pager
  - Other \_\_\_\_\_

**Send the following documents to HR Manager:**

- Appointment Status Form
- Resignation Letter/Email with supervisor signature

**NOTES:**

### HUMAN RESOURCES CHECKLIST

**HR Exit Interview**

- Received ASF
- Received Resignation letter
- Setup Exit Interview date & time
- Verify new address – change in GEMS
- Go over COBRA and other insurance information
- Go over retirement account information
- Go over information on donating sick leave
- Go over parking hangtag information – refund if paid in advance
- 30 days to access GEMS Self Service
- Check sick leave pool – email Beverly Jerry if member
- Anonymous Exit Interview available online
- Exit interview questions

**Remind Employee to:**

- Return parking hangtag – refund if paid in advance
- Return library books
- Provide new address
- Return USF property

**NOTES:**