University General Division (Campus)

Employment Separation/Department Transfer Checklist
for <u>Employees</u>

(Faculty, staff and administrative employees' voluntary resignations, retirements, terminations and department transfers)

Note: Check (✓) each item once completed, or write "N/A," as applicable.

Notifications

_____ Written notice provided to supervisor, if voluntary resignation or retirement.

_____ I've been advised to review the Notice of Availability of Unemployment Compensation, located on the Human Resources website here: www.southalabama.edu/departments/eforms/hr/noticeofunemployment.pdf

Fringe Benefits

_____ Verify home address is correct for the mailing of COBRA materials, W-2 and the 1095C through PAWS online. Update, if applicable.

_____ Contact Human Resources Office for information about discontinuance and conversion of benefits/coverages to include, but not limited to, health, life insurance and retirement.

Unused Leave Balances and Payroll Issues

_____ Reconcile any leave balance, final timesheet and payroll issues with supervisor/manager.

_____ Submit final timesheet or leave report through PAWS.

_____ Reconcile any personal payments due to University for Parking Services, etc.

_____ If eligible for payout of unused accrued vacation, contact Human Resources if you wish to defer this income from taxes via an existing 403(b) or 457(b) retirement account.

USA Property/Items Required to be Returned on or before Your Last Day of Employment or Transferring Departments

_____ An employee separating employment is required to return their photo ID card to the main campus HR office on or before his/her last work day. Note: a non-surrender fee of $25 will be withheld from your final payment if you fail to return your ID card before leaving employment.

_____ An employee transferring departments is required to return their photo ID card to the main campus HR office prior to receiving a new/updated ID card. Note: if you do not return your current ID card, a lost card replacement fee will be charged prior to issuing a new ID card.

_____ All University-issued building and office keys must be returned to the Facilities Lock Shop. Complete the Key Return Receipt form located on the Facilities Management website, under Key Management.

_____ All University-issued entry access cards and other keys (desks, cabinets, etc.) returned to supervisor.

_____ Return University-issued parking permit/decal to the main campus HR office.

_____ As applicable, University owned vehicle keys, fuel pump keys and related paperwork returned to supervisor.

_____ University owned computers, laptops, accessories.

_____ University-issued uniforms.

_____ University furnished equipment, tools, supplies, materials.

_____ Books, journals, literature, CDs, DVDs, etc.

_____ Return any USA Library materials to USA Library.

_____ Any other University-issued property, as applicable.

_____ Remove all personal belongings from applicable work areas.

USA Computer Software/Hardware Security and Access

Note: Under no circumstances should University business-related files be deleted from University computers or servers.

_____ Identify location and access to all computerized information/saved files.

_____ Contact Computer Services Center regarding removal of any USA-licensed software from your personal home computer, if applicable.

_____ Unsubscribe to listserves related to your employment.

University Research

As applicable, meet with the Office of the Vice President for Research and Economic Development to obtain clearance and execute all applicable agreements regarding:

_____ Grants and contracts

_____ Patents

_____ Inventions

_____ Special government security clearances

_____ Human and animal protocol projects and approvals, when applicable for transferring equipment and for release of laboratory notebooks.

Safety and Environmental Services

_____ As applicable, speak with your supervisor and/or contact your Safety and Environmental Services Department regarding the handling of any controlled materials such as chemicals, lasers, radiation, biohazards upon your separation.

Employee Printed Name: _____

Employee Signature: _____

J-Number: _____

Date: _____

Supervisor Printed Name: _____

Supervisor Signature: _____

Date: _____