

University General Division (Campus)

Employment Separation/Department Transfer Checklist for **Employees**

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

Note: Check (\checkmark) 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:
Data