



Student Worker Separation Checklist

Name: _____

Department: _____

Supervisor: _____

Separation Date: _____

Reason for Separation (circle one): Resignation, Termination, Death

Employee Responsibilities

- Return all University property to appropriate departmental personnel (e.g. keys, uniforms, cell phone, pager, laptop/ computer equipment, audiovisual equipment, cameras, exhibits, lab equipment, long distance authorization card, Purchasing card, Corporate MBNA card, reference books, handbooks, slides)
- If you are actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory: <http://research.uga.edu/safety/chemical-laboratory/opening-closing-lab/>
- Complete, sign, and submit your final time sheet if applicable
- If you also worked in a temporary position covered by the Georgia Defined Contribution Plan (GDGP) and wish to obtain a refund of your contributions, visit the ERSGA web site (<http://www.ers.ga.gov/plans/>) and log in to your account to request a GDGP refund
- Set your voice mail pass code to 2580
- Remove all personal items from your work space
- Submit a KACE Facilities ticket to return keys, phone, name place, and space inventory: <https://helpdesk.rx.uga.edu/>
- Update mailing address in One USG Connect for W2 purposes
- Submit this completed checklist to your supervisor or departmental representative

Supervisor or Departmental Responsibilities

- If rehire is anticipated give the student a letter indicating date of termination and anticipated rehire date.
- Prior to the employee's last day of work, inventory the equipment s/he uses. Prepared necessary paperwork to transfer equipment to appropriate department or person.
- If the employee is actively conducting research in a UGA laboratory, review the procedure for closing a laboratory: <https://research.uga.edu/safety/chemical-laboratory/opening-closing-lab/>

Business Office Responsibilities

- Initiate termination in One USG Connect no later than the employee's last working day
- Terminate employee's access to departmental servers and systems including listservs, email accounts, accounting, budgeting, and payroll/personnel systems, etc.

Comments:

Employee signature

Date

Departmental representative signature

Date