



Faculty & Staff Separation Checklist

This checklist outlines employment exit procedures for:

Regular, partial-year, and temporary faculty and staff whose employment ends at UGA due to resignation, termination, retirement, or death

Employee name
First MI Last

Reason for separation ☐ Resignation ☐ Termination ☐ Retirement ☐ Death Employee dept. _____
Separation effective date _____

Employee Responsibilities

- ☐ Provide a letter of resignation for your supervisor (subject for approval).
- ☐ If you supervised other, leave notes and performance evaluations of those you supervised with your direct supervisor.
- ☐ Contact OneUSG Connect Benefits at 1-844-587-4236 for information on insurance continuation. Contact UGA Benefits at 706-542-2222 for questions about rollover or withdrawal of retirement funds or login to your Retirement at Work account.
- ☐ If you worked in a temporary position and participated in the Georgia Defined Contribution Plan (GDCP) and desire to apply for a refund of your contributions, visit <https://www.ers.ga.gov/georgia-defined-contribution-plan>.
- ☐ If you have a P-Card, notify (in writing) your Approving Official(s), Department Head, and the P-Card Coordinators in Procurement and turn in the P-Card to one of these individuals who is responsible destroying the card.
Pay outstanding debts to appropriate campus units including parking violations, tuition expenses, health center fees, etc. Return all University Libraries' material and reconcile outstanding fines and fees; email maincirc@uga.edu or call 706-542-3256 to schedule an appointment to close your library account.
- ☐ Return parking permit to Parking Services for reconciliation and closing of parking account.
- ☐ Return all University property to appropriate departmental personnel, e.g., keys; uniforms; cell phone; pager; laptop/ computer or audiovisual equipment; cameras; exhibits; handbooks; lab equipment; purchasing, and UGA ID cards (retirees may keep UGA ID card after security deactivation, if applicable).
- ☐ BE AWARE: Employees who separate from UGA lose access to their UGA accounts (MyID and Email) within a matter of days of their separation. Retirees may keep their UGA MyID and email addresses if they have OneUSG Connect retirement dates. Some faculty maintain accounts for up to 12 months beyond their termination date. Departments who want to ensure that the faculty accounts are disabled at termination will need to contact HR or Office of Faculty Affairs to start the faculty access removal exemption process. Direct questions regarding access to EITS at helpdesk@uga.edu.
- ☐ Delete your contact information from the UGAAlert emergency notification system (<http://ugaalert.uga.edu/>)
- ☐ Complete and submit your final time sheet(s) and leave form(s) as applicable. If your W-2 is set for electronic delivery and you leave UGA by employment termination or retirement, you will lose access to your W-2 through the website. Before leaving UGA, go to OneUSG Connect Employee Self-Service and remove your consent for electronic W-2 delivery. If you do not take this action, you will have to contact OneUSG Connect Support to have your W-2 mailed to you.
- ☐ Unsubscribe from all personal, professional, and UGA listservs by going to listserv.uga.edu. This step is optional for retirees.
- ☐ The departmental telephone representative submits a ticket to change the telephone voice mail code to a default passcode.
- ☐ Please send **one** email to the following individuals listed below. The email should include the name of the faculty or staff member, title, campus location, building, room number, department or unit, email address, and phone number.

| | | |
|------------------------------------|-------------------|--|
| Mail Room Directory | Ashley Townsend | amtown@uga.edu |
| Website Directory, Digital Display | Catherine Lazenby | Catherine.Lazenby@uga.edu |
| Social Media Access | Mickey Yongue | mickeyy@uga.edu |
- ☐ In addition, if you would like a retirement announcement please include a short biography and picture in your email to Mickey Yongue.
- ☐ 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.
- ☐ If you have petty cash confirm the fund has been closed and fully reimbursed by submitting receipts in the Financial Management system. Excess funds need to be returned directly to Bursar and Treasure Services.
- ☐ **Submit this completed checklist to your supervisor or departmental representative.**

Research Employees Only:

- ☐ If you are a principal investigator on an active sponsored agreement (contract, grant, cooperative agreement, etc.), notify the award negotiation member of your Sponsored Projects Administration Team which can be found here: <https://spa.uga.edu/find-spa-representative/> prior to your last working day on the project.
- ☐ If you are actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory: research.uga.edu/safety/chemical-laboratory/opening-closing-lab/
- ☐ Coordinate with UGA Sponsored Projects Administration regarding the necessary steps for close out an/or any sponsored research projects.
- ☐ Gather and turn over all data, materials, confidential information, and access to your Department Head. **Data and tangible items are materials of UGA.**
- ☐ Coordinate with Innovation Gateway if you desire to utilize UGA materials, data, or confidential information at your next institution.
- ☐ Coordinate with Innovation Gateway to establish the status and next steps of any current invention disclosures.

Supervisor or Departmental Responsibilities

- ☐ Respond accepting employee resignation or negotiate terms (ex: more time until employee's last day).
- ☐ Prior to the employee's last day of work, inventory the equipment they use. Prepare necessary paperwork to transfer equipment to appropriate department or person.
- ☐ If the employee has a P-Card, confirm with the P-Card Coordinators in Procurement that (1) the P-Card has been canceled, (2) that the card has been destroyed, (3) all transactions have been signed off in Works, and (4) adequate documentation exists for each transaction before the employee's separation date.
- ☐ Notify International Education of termination of employment for J & H visa holders (706-542-7903).
- ☐ Copies of the employee's performance evaluations, DOL separation notice, and termination letters should be maintained in The College's personnel files. Such files should be retained in the department according to BOR record retention policies (www.usg.edu/records_management/schedules/) after the employee terminates UGA employment.
- ☐ If the employee has a petty cash fund, confirm that the fund has been closed and that the fund has been fully reimbursed by submitting receipts to Accounts Payable for reimbursements in the Financial Management system. Excess funds need to be returned directly to Bursar and Treasury Services.
- ☐ Please check the university property turned in
 - ☐ Computer
 - ☐ Laptop
 - ☐ Other (please list): _____Please indicate who the equipment was left with
Name: _____
- ☐ Other: _____

Business Office Responsibilities

- ☐ Initiate the termination in One USG Connect no later than the employee's last working day and notify Jessica Hart (706-542-2147; jchart@uga.edu)
- ☐ Terminate employee's access to University servers and systems including email accounts, accounting, budget, and payroll/personnel systems, etc.
- ☐ Remove terminating employee's name from authorized signature lists including various security rosters, etc.
- ☐ If the employee accrued compensatory time, pay out any compensatory time due to the employee. To determine the number of hours to be paid follow the training tutorial at training.onesource.uga.edu. To process the compensatory hours for payment, follow the training tutorial linked here. Annual leave pay outs will be processed centrally on the pay cycle following the employee's final paycheck. No action is needed from the department.
- ☐ If the employee has a P-Card, confirm that (1) the P-Card has been canceled, cut, and the pieces returned to a P-Card Administrator in Procurement, (2) all transactions have been signed off in Works, and (3) adequate documentation exists for each transaction before the employee's separation of service date.
- ☐ If employee has approval responsibilities within the One Source System, remove access.
- ☐ Copies of the employee's performance evaluations, DOL separation notice, and termination letters should be maintained in departmental personnel files. Such files should be retained in the department according to BOR record retention policies.
- ☐ Confirm annual leave, compensatory time, and sick leave balances. If there is an error with the balance(s) listed e-mail, oneusgsupport@uga.edu.
- ☐ Verify repayment of salary over payments.

Comments:

Employee signature

Date

Departmental representative signature

Date