



## 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 (✓) 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](http://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 keys (building, office, desks, cabinets, etc.) and University-issued entry access cards
- \_\_\_\_\_ Return University issued parking permit/decal to the main campus HR office
- \_\_\_\_\_ As applicable, University owned vehicle keys, fuel pump keys, and related paperwork
- \_\_\_\_\_ 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.**

- \_\_\_\_\_ Provide your supervisor with access to all usernames and passwords on computers and other applicable systems.
- \_\_\_\_\_ 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:** \_\_\_\_\_