

Termination Guide

FOR DO USE ONLY	
	ISA
	HRDB
	PERSONNEL FILE

Employee Name:	UF ID:
Employee Record:	Termination Date:
eform ID:	Gator Link:

Notification

	Obtain signed letter of resignation or other allowable separation documentation
	Is the employee leaving UF?
	Immediately alert appropriate key offices and/or personnel: <ul style="list-style-type: none"> • College human resources liaison • Department chair • Department security administrator • Department key custodian • Department space manager • College IT support (via ISA) • College asset manager (via ISA) • College building manager (via ISA) • College research administration core team member • University international center • University p-card office
	Enter termination date in ISA

Discuss with Hiring Manager/Supervisor

	Provide Off-boarding guide
	Send copy of employee's PD to Supervisor for review, (if applicable) ask for updates
	Determine need for filling vacancy and availability of funding
	Discuss temporary coverage plan
	If employee has supervisory responsibilities, confirm temporary reassignment plan and submit an Edit Existing Job ePAF for all affected employees

Initial Communication to Employee

	Schedule Exit Interview and Provide link to UF's Exit Survey
	Provide information pertaining to Benefits and Qualifying Status Changes <ul style="list-style-type: none"> - Qualifying events must be reported within 60 calendar days; failure to do so may result in repayment of premiums. Schedule appointment w/ Benefits to confirm. - Life Event Current Employees (ufl.edu)
	(If Applicable) Ask for a copy of their current roles

Asset/Equipment Collection

	Decal items: Monitor(s), Laptop, and any other UF asset equipment assigned to employee
	Non decal items: Keyboard, Mouse, Soundbar, Webcam, UF property assigned to employee
	Retrieve all office keys
	(If applicable) Collect P-card

Exit Interview

	Inform employee to notify UF of any future address changes to ensure W-2 is received
	Provide employee a copy of the PHHP Separation Memo
	Provide parking decal return information
	Discuss leave cashout process
	Discuss Benefits and Qualifying Status Changes (if necessary)
	Collect UFID if employee leaving UF
	Suggested Exit Interview Questions

Department HR Actions

	Enter termination (status change) ePAF <ul style="list-style-type: none"> - A termination ePAF is needed if an employee is leaving UF or if an employee is moving from a TEAMS (TU2N, TA12), Faculty (FA12), or Graduate Assistant (GA12) position to another salary plan. - A termination ePAF is NOT needed if an employee is transferring within UF.
	Place all termination documentation in PHHP shared HR folder
	Check for unused compensation balances (TU2N salary plans only) and cashout if found
	Verify security access has been terminated in all areas
	Process leave cashout , at least one pay period after the biweekly that includes the termination date
	Forward completed termination checklist to DOHR contact to close the record
	Archive the employee's personnel file per UF records retention policy
	Update Space Inventory and Allocation (SPIN)