

# CHECKLIST FOR TERMINATING EMPLOYEES

The purpose of this checklist is to assist USF employees and departments with the process when an employee leaves the University. Employees leaving the University should be aware of pertinent information, rights and benefits that may affect them.

_____ Employee's Name	_____ Termination Date
<input type="checkbox"/> A&P <input type="checkbox"/> Faculty <input type="checkbox"/> OPS <input type="checkbox"/> USPS	Department: _____

## Department Responsibilities:

- Submit Appointment Status Form and appropriate documentation (e.g., resignation letter, acceptance letter) to Human Resources on or before the last day of employment.
- Audit leave records for applicable payout (annual leave: up to the year-end accrual maximum after 6 months or more of continuous service; sick leave: one-fourth of accrued sick leave up to a total of 480 hours after 10 years or more of service; overtime compensatory leave: all unused overtime leave after any amount of service).
- Cancel computer access codes, long-distance access authorization and deactivate voice mail.
- Remove employee from authorized signature list(s).
- Ensure USF property has been returned: Remind employee that a final check may not be released until all university property is returned.
  - Keys    Uniforms    Credit Cards    PC's/equipment    Cell phones    Pagers    Other \_\_\_\_\_
- Refer employee to on-line Exit Interview at:  
[http://isis.fastmail.usf.edu/usfpers/vacancy/web\\_based\\_exit\\_interview.asp](http://isis.fastmail.usf.edu/usfpers/vacancy/web_based_exit_interview.asp) If employee prefers a face-to-face Exit Interview, please refer him/her to HR 974-2970.
- Inform employee to return parking hangtag if purchased by payroll deduction

## Employee Responsibilities:

- Return hangtag to Parking & Transportation Services (PSB 101) for a refund, if paid in advance.
- Return parking hangtag if purchased by payroll deduction to prevent a collection notice being sent.
- Return library books.
- Off-campus self-service will be available for 30 days after end of employment. For self-service, refer to: [http://isis.fastmail.usf.edu/hris/self\\_service/self\\_service.htm](http://isis.fastmail.usf.edu/hris/self_service/self_service.htm). Scroll down to **Access Self-Service - Off Campus** for instructions and a link to the sign-in page.

If applicable, contact Human Resources/Benefits to:

- Provide HR/Payroll your correct forwarding address to receive your W-2 form.
- Obtain information regarding insurance coverage/COBRA benefits.
- Obtain information regarding retirement and/or supplemental retirement accounts (403b's/457's).
- Obtain information regarding donation of sick leave.