

EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

This offboarding form is designed to assist you in making the transition process as smooth as possible. Pages 1-3 are to be completed by Departmental HR and/or the Supervisor while page 4 is a resource page for the departing employee.

Completed by Departmental HR & Supervisor

Who is Leaving?

Name:

UFID:

Electrical and Computer Engineering

Date of Termination:

Reason for Separation

Provide reason for separation below (i.e. graduated, resignation, non-reappointment, end of temporary assignment, etc.)

Keeping in Touch After the Departure

Mailing information should be verified to ensure official UF documents and final payments are forwarded to the correct address. If the mailing address in myUFL is different, please update.

Mailing Address:

Email Address:

Phone Number:

Making Changes in myUFL

Action	Completed if applicable
Collect termination documentation (i.e. resignation letter/email, non-renewal letter, etc.)	<input type="checkbox"/>
Process any non-reimbursed travel expenses through the department prior to termination date	<input type="checkbox"/>

Initiating the Process

EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

Sponsored Research Actions

If the departing employee had sponsored research responsibilities, please complete the following tasks.

Action	Completed if applicable
Verify any outstanding reports pending for Sponsored Research are submitted	<input type="checkbox"/>
Verify disclosures of inventions and copyrights are submitted	<input type="checkbox"/>
Ensure lab supplies/chemical/hazardous material/work in process are identified and inventoried	<input type="checkbox"/>
If lab space was used, lab space must be "closed out" through Environmental Health and Safety	<input type="checkbox"/>

Notify Departing Employee or Student

When an employee separation occurs, it is important to inform the departing employee of their rights and benefits.

Action	Completed if applicable
Provide employee the Employee Exit Survey link hr.ufl.edu/exit	<input type="checkbox"/>
Recommend employee visit the UFHR Benefits and Retirement Office to ensure proper termination of deductions	<input type="checkbox"/>
Provide information on W-2 statement mailing process	<input type="checkbox"/>
Remind employee to return parking decal to Transportation & Parking	<input type="checkbox"/>

Prior to the Last Day of Employment

EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

On the Last Day of Employment

Managing Logistics

The departing employee's email account is disabled automatically after termination unless the employee is a retiree, alumni, or current student.

Action	Completed if applicable
Terminate or modify security access to computer systems (myUFL, UFID, passwords, network drives, etc.)	<input type="checkbox"/>
Terminate security roles if leaving the university or remove departmental affiliation if moving to a different department	<input type="checkbox"/>
Terminate access to building through the appropriate security system	<input type="checkbox"/>
Remove employee's name from email group lists, distribution lists, office phone list, website, building directory, office mailbox, recurring Outlook meetings, Outlook calendars	<input type="checkbox"/>
Contact the Department's Fiscal Office to cancel PCard <ul style="list-style-type: none">Email fiscal@ece.ufl.edu and include the cardholder's (employee's) name, UFID, and the reason for cancellation	<input type="checkbox"/>
Update mailing address in myUFL	<input type="checkbox"/>

Collecting Items from Departing Employee

The employee's supervisor collects these items prior to his/her departure and returns the items to the department's facilities area (facilities@ece.ufl.edu).

Action	Completed if applicable
Keys, Gator1 Card and any other access cards	<input type="checkbox"/>
PCard (physical card)	<input type="checkbox"/>
UF materials (uniforms, lab equipment, books, computers, clinical trials information, patient's notes, etc.)	<input type="checkbox"/>

Completed by

Name:	Title:
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EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

Departing Employee Resources

As you transition from your employment at the University of Florida, we hope you find the following reminders and contact information useful.

Reminders

- Complete the Employee Exit Survey: hr.ufl.edu/exit. The results of the survey are completely anonymous.
- Provide termination documentation prior to your departure.
- Update your mailing address in myUFL to ensure you receive any official UF documentation regarding your departure.
- Return your parking pass to avoid any additional charges.
- Return any UF materials including keys, books, lab equipment, uniforms, computer, PCards, etc.

Important Contacts

Office	Contact Information
Department HR Contact	Phone: (352) 392-9742 Email: payroll@ece.ufl.edu
UFHR Benefits Office For questions regarding benefits including health insurance.	Phone: 352-392-2477 Email: benefits@ufl.edu
UFHR Employee Relations	Phone: 352-392-1072 Email: EmployeeRelations@hr.ufl.edu
UFHR Talent Acquisition For questions regarding other employment opportunities at UF.	Phone: 352-392-2477 Email: employment@ufl.edu
UF Payroll & Tax Services	Phone: 352-392-1231 Email: payrollhelp@admin.ufl.edu Online Contact Form: https://www.fa.ufl.edu/departments/payroll-services/contacts/