

UF EMPLOYEE TERMINATION CHECKLIST

(To be completed by Faculty Member)

Employee Name: _____

UFID#: _____

Department: _____

Date of Separation: _____

Forwarding Address & Phone Number:

A forwarding address allows us to send W2's and any necessary related information to you.

The following checklist is provided to assist all University of Florida employees with the clearance process. Employees leaving the University should be aware of their rights and benefits, which include terminal leave, COBRA and other fringe benefits. Additionally, departing employees have an obligation to return all University property issued to them and settle all outstanding accounts.

For your convenience, a departmental representative will assist you with the exit process.

Item	Contact Person / Signature	Location / Phone Number
Medical Records signed off/completed	_____ Joy McClary, Data Integrity Analyst	CC, Basement / 4-5227
Resolution of outstanding balances	_____ Joann Capell, UFJPI Accts Payable Supervisor	Tower 2, 5th Floor / 4-9540
UFJPI property returned (computers, lab equipment, etc.)	_____ Erica Harmon, UFJPI Representative	Tower 2, 5th Floor /ext. 4-9559
Institutional review board closure	_____ IRB-03 Representative	Tower 2, 9th Floor /ext. 4-9427
Library books and journals returned	_____ Gretchen Kuntz, MSW, MLIS	LRC, 2nd Floor /ext. 4-2143
UF Property returned (computers, lab equipment, etc.)	_____ Departmental Representative	Check with your Department Representative
Medical Staff Privileges & Citywide Key	_____ Kellie Howard, Medical Staff Office Representative	LRC, 4th Floor /ext. 4-3134
EPIC/Clinic Notes documentation signed off/completed	_____ Epic Ambulatory Department	Tower 2, 9th Floor-9017 4-9300
Parking Card Returned	_____ Garage Officer (Any Representative)	North Garage / 4-4187
Keys, lounge and locker, beeper and ID Badge & e-mail deactivation	_____ Departmental Representative	Check with your Department Representative
Payroll deactivation completed	_____ UFCOM-Jax. Administrative Affairs	LRC, 4th Floor /ext. 4-8528