

Student Employee Separation Checklist

This checklist outlines employment exit procedures for:

- Student employees (STUWK, WKSTY, GTA, GTAD, GTAM, GBLA, GRA, GRAD, GRAM, GLA, GLAD, GLAM, GA, GAD, GAM)
- Whose employment ends due to resignation, termination, transfer to another position, or death

Employee name _____

Reason for separation Resignation Employee dept. _____
 Termination Employee SS# (last 4 digits) _____
 Transfer Resignation effective date _____
 Death

Employee responsibilities

- Return all University property to appropriate departmental personnel (e.g. keys, uniforms, cell phone, pager, laptop/computer equipment, audiovisual equipment, cameras, exhibits, lab equipment, long distance authorization card, Purchasing card, Corporate MBNA card, reference books, handbooks, slides).
- If you are actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory. Complete and sign the "Closing a Laboratory" checklist (<http://www.esd.uga.edu/chem/pub/closinglab.pdf>). Attach the "Closing a Laboratory" checklist to this checklist and give to your supervisor or other departmental representative prior to your last day at work.
- Complete, sign, and submit your final time sheet if applicable.
- If you also worked in a temporary position covered by the Georgia Defined Contribution Plan (GDGP) and wish to obtain a refund of your contributions, get the GDGP refund form at <http://www.hr.uga.edu/benefits/bensumm/gdcp.html>. (Optional)
- Complete the UGA "Exit Interview Questionnaire" (available from Human Resources or at http://www.busfin.uga.edu/forms/exit_questionnaire.pdf). Return completed questionnaire to Employee Relations, Human Resources. (Optional)
- Set your voice mail pass code to your 5-digit campus phone number.
- Remove all personal items from your work space.
- Give this checklist to your supervisor or departmental representative.
- For W-2 purposes, use space below to provide new address information to your supervisor if your address will change.

Complete mailing address

Supervisor or departmental responsibilities

- Prior to the employee's last day of work, inventory the equipment s/he uses. Prepare necessary paperwork to transfer equipment to appropriate department or person.
- If the employee is actively conducting research in a UGA Laboratory, review the procedure for closing a laboratory. Fax a copy of the completed and signed "Closing a Laboratory" checklist (<http://www.esd.uga.edu/chem/pub/closinglab.pdf>) to Environmental Safety at 706-542-0108. Attach the original "Closing a Laboratory" checklist to this (exit) checklist and retain in departmental files.
- Prepare and submit a letter to Payroll to update mailing address for W-2 purposes. (Note: A terminating personnel report and separation notice is not required for student employees.)
- Terminate employee's access to **departmental** servers and systems including departmental distribution lists and listservs, email accounts, accounting, budget, and payroll/personnel systems, etc.
- Forward the transferring student employee's I-9 form to his/her new UGA department, if applicable.

Employee signature _____ Date _____

Dept. representative signature _____ Date _____

Retain this original signed form in departmental files, if desired.