

# EMPLOYEE OFFBOARDING



SOIL, WATER, AND  
ECOSYSTEM SCIENCES

When an organization and an employee make the decision to part ways, it is important to make the transition as smooth as possible. This form is designed to assist you in making this a comprehensive and efficient process. Page 1 is to initiate the exit process, while page 2 is a resource page for the departing employee.

## Completed by Employee & Supervisor

Submit to: [SWESHR@ifas.ufl.edu](mailto:SWESHR@ifas.ufl.edu)

### Who is Leaving?

Employee Name:

Supervisor Name:

Employee UFID:

Last Working Day:

### Reason for Separation

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

### Keeping in Touch After the Departure

Mailing information should be verified to ensure official UF documents, including W-2 statements and final payments are forwarded to the correct address. If the mailing address in myUFL is different, log into my.ufl.edu and navigate to **Main Menu > My Account > Update My Directory Profile** and/or provide below:

Mailing Address:

Personal Email Address (non UF email):

Phone Number:

Initiating the Process

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## 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

- Provide termination documentation prior to your departure.
  - Documentation may include resignation/retirement letter/email
- Make sure all your time has been entered before the last day of work.
- Return any UF materials including books, lab equipment, uniforms, computers, etc.
- Place the following items in the Employee Exit Box located in Breakroom 2197 McCarty Hall A:
  - Keys
  - PCards
  - Identification Badges
- Update your mailing address in myUFL to ensure you receive any official UF documentation, including W-2 statements, regarding your departure.
- Please keep in mind that you will only have access to your UFL email for 30 days.
- (TEAMS only) The employee works with SWES HR to initiate a leave cash-out. It generally takes 6-8 weeks from the time the cash-out is initiated to when the account is established. See leave cash-out process at [benefits.hr.ufl.edu/retirement/special-pay-plan/](https://benefits.hr.ufl.edu/retirement/special-pay-plan/).
- Complete the Employee Exit Survey: [hr.ufl.edu/exit](https://hr.ufl.edu/exit) (Survey results are completely anonymous).
- Cancel your parking pass to avoid any unwanted charges: <https://taps.ufl.edu/permits/cancel/>.

### Important Contacts

<b>SWES HR (Department HR Contact)</b>	Phone: 352-294-3151 Email: <a href="mailto:SWESHR@ifas.ufl.edu">SWESHR@ifas.ufl.edu</a>
<b>Benefits &amp; Retirement</b> For questions regarding benefits including terminal leave options (special pay plan) and COBRA.	Phone: 352-392-2477 Email: <a href="mailto:benefits@ufl.edu">benefits@ufl.edu</a>
<b>Employee Relations</b>	Phone: 352-392-1072 Email: <a href="mailto:EmployeeRelations@hr.ufl.edu">EmployeeRelations@hr.ufl.edu</a>
<b>Talent Acquisition &amp; Onboarding</b> For questions regarding other employment opportunities at UF.	Phone: 352-392-2477 Email: <a href="mailto:talent@hr.ufl.edu">talent@hr.ufl.edu</a>
<b>Payroll &amp; Tax Services</b>	Phone: 352-392-1231 Email: <a href="mailto:payrollhelp@admin.ufl.edu">payrollhelp@admin.ufl.edu</a>