

# EMPLOYEE OFFBOARDING

UNIVERSITY of FLORIDA

CITRUS RESEARCH AND EDUCATION CENTER

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 and Supervisor

Submitted to [CREC-HR@ifas.ufl.edu](mailto:CREC-HR@ifas.ufl.edu)

In lieu of this form an email or resignation letter containing the information below is acceptable.

### Who is Leaving?

Name:

Supervisor Name:

UFID:

Date of Termination:

### 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, please log into my.ufl.edu and go to Main Menu>My Account>Update My Directory Profile.

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.
- Please make sure all of your time has been entered before the last day of work.
- Return any UF materials including books, lab equipment, uniforms, computer, etc.
- Place the following items in the Employee Exit Box located in building 7124 breakroom.
  - 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 their department to initiate a leave cashout. It generally takes six to eight weeks from the time the cashout 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). The results of the survey are completely anonymous.

### Important Contacts

Office	Contact Information
<b>Department HR Contact</b>	Phone: 863-956-8602 Email: <a href="mailto:CREC-HR@ufl.edu">CREC-HR@ufl.edu</a>
<b>UFHR Benefits Office</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>UFHR Employee Relations</b>	Phone: 352-392-1072 Email: <a href="mailto:EmployeeRelations@hr.ufl.edu">EmployeeRelations@hr.ufl.edu</a>
<b>UFHR Talent Acquisition</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</b>	Phone: 352-392-1231 Email: <a href="mailto:payrollhelp@admin.ufl.edu">payrollhelp@admin.ufl.edu</a>