

DCP EMPLOYEE EXIT CHECKLIST

Departments/Units must ensure there is a process to monitor the timely entry of terminations in the system, as well as open lines of communication between the departmental human resources processor (Office Managers) and the DSA. The timely deactivation of system access privileges is essential to maintain controls and safeguard the University

Employee Name:	UFID:	Termination Date: Last day of work:
UF Email:	Dept ID:	<input type="checkbox"/> TEAMS <input type="checkbox"/> USPS <input type="checkbox"/> OPS <input type="checkbox"/> GA <input type="checkbox"/> STAS
Is the employee transferring to another department within UF? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Department/Unit they are transferring to:		

	TASK	Who	Date Completed
1	Get Letter of Resignation <ul style="list-style-type: none"> Resignation letters are required for TEAMS and any (including Adjunct) Faculty appointments. No other job classification requires any termination paperwork. You may attach the email notification you receive from their supervisor that they need to be terminated. 	Office Manager (Human Resources Processor)	
2	Review UFHR Exit Checklist and email it to the employee and supervisor <ul style="list-style-type: none"> https://hr.ufl.edu/wp-content/uploads/2018/03/exit_checklist.pdf Include how to return Parking Decal in the email: <ul style="list-style-type: none"> Turn it in while Trans and Parking Services is open 8 – 4:30pm Or place it in their drop box. Place it in an envelope with your name, UFID# and how you paid (payroll deduction, cash, check or card). Make sure you understand what to do to have your parking decal payments stopped, if applicable. If you have paid in full for your parking decal, you should contact Transportation and Parking for a reimbursement. If you chose payroll deduction to pay for your decal and do not turn it in when separating from the university, Transportation and Parking will deduct the amount still owed from your final paycheck. Contact UF's Transportation and Parking office if you have questions at 352-392-7275 (PARK). http://parking.ufl.edu/faq/#EndEmployment 	Office Manager	
3	Terminate in PeopleSoft <ul style="list-style-type: none"> The departmental human resources processor in each department must enter terminations timely, including terminations for non-employees. Complete a termination ePAF at least 2-3 weeks before the employee's last day of work, if the employee is separating from UF. Attach resignation letter. <ul style="list-style-type: none"> If the employee is transferring to another department, contact the other department to confirm they will do the termination when they hire the employee in their area. 	Office Manager	

4	<p>Submit a Leaving DCP User Termination Request</p> <ul style="list-style-type: none"> • https://my.dcp.ufl.edu/it-help-desk/leaving-dcp/ <p>Submitting a User Termination Request is very important:</p> <ul style="list-style-type: none"> • It ensures that all DCP equipment in their possession is accounted for. • Disables any access the user had to DCP information. • Removes them from any email lists so they do not receive any DCP emails. • Keeps all information compliant with UF's Data Protection policy. 	Office Manager	
5	<p>Notify the DSA when employee terminates or moves to a new position or department within the University.</p> <ul style="list-style-type: none"> • Complete and submit this form. The submission button is at the top. It gets sent to dcpdsa@dcp.ufl.edu. 	Office Manager	
6	<p>Remove access roles when an employee terminates or moves to another department.</p>	DSA	
7	<p>Notify Communications to delete from website</p>	Office Manager	
8	<p>Remove name from phone list</p> <ul style="list-style-type: none"> • Email appropriate person to remove name if you are not the person. • Email Liz Hauck to remove from Master Phone List 	Office Manager	
9	<p>Remove employee's name from all school level listservs and other lists that the unit is in charge of</p>	Office Manager	
10	<p>Remove employee file from active files to terminated files</p>	Office Manager	

DSA=Department Security Administrator

OM = Office Manager