

CAH TERMINATION POLICY

All Exit Checklist activities must be conducted in accordance with all university policies and state and federal regulations. For more information refer to:

- Exit Checklist – All Employees at: <http://hr.ucf.edu/files/EmployeeExitChecklist.pdf>
- Employee Exit Questionnaire at: <http://hr.ucf.edu/files/EmployeeExitQuestionnaire.pdf>
- Termination Checklist at: <https://hr.ucf.edu/files/TerminationChecklist.pdf>

CAH TERMINATION PROCEDURES

The Exit Checklist should be completed for **ALL** employees, including those who transfer out of one area to another, a grad student who is graduating, an adjunct who is not returning or who leaves the University. The reason for the procedure is to ensure the employee returns all UCF equipment and/or keys that were assigned to him/her. Specific PeopleSoft access should be terminated as well. Terminating employees must return pcards and complete a Cardholder Profile/Pcard Application to cancel the pcard. Once the form is completed, attach the card to the form and send it to the CAH Accountant (currently Denise Matias) in the CAH Dean's Office. She will get the appropriate Dean's designee signature approval and have the form and pcard hand delivered to F&A.

It is the department/programs' responsibility to provide the Exit Checklist form to the employee prior to their exit. The employee should complete the Employee Responsibilities part on the form that is applicable to him/her, check the appropriate box(es) and sign and date the form. Return the form to the appropriate contact person in the department and that contact person should complete the Department Responsibilities part on the exit checklist with the employee. The employee may request the Chair to complete the Exit Checklist. If something doesn't apply to the employee enter N/A over the box. Any questions please contact the Coordinator of Administrative Services (currently Suzanne Lin) in the CAH Dean's office.

Per the CAH guidelines a copy of the Exit Checklist should be e-mailed or sent to the CAH Coord. of Admin. Services in the Dean's office. Please make sure a termination ePAF is created and write the ePAF number on the top right hand corner of the Exit Checklist. Effective 10/21/13, [resignation letters/forms](#) are required for all OPS and line employees when a termination reason of RES (resignation) is selected on the termination ePAF. Please attach the [resignation letter/form](#) to the ePAF. For additional assistance, use the [Termination Checklist](#). Also, if the Exit Checklist was created for a Grad student who graduated or an Adjunct who is

not returning please mark on the Exit Checklist by the OPS checkbox “Grad student graduated” or “Adjunct not returning” (as these types of situations a ePAF is not created). The Exit Checklist is not sent to Human Resources and the original is to be kept in the department/program for at least 3 years.

The Employee Exit Questionnaire is optional for the employee to complete. The Exit Checklist provides the website for the employee to go to for the Employee Exit Questionnaire, but if the department would like to provide the Employee Exit Questionnaire form to the employee; it is helpful to provide an envelope addressed to HR and stamped “Confidential”.