## **EMPLOYEE SEPARATION CHECKLIST**

DIVISION OF COMPARATIVE MEDICINE

Name:		Employee ID#: Last Date to work:
I. EXIT INTERVIEW CHECKLIST		
<u>Check-off</u>		
	_ 1.	Employee has been provided with a letter of resignation.
	_ 2.	Employee's letter of resignation has been accepted (i.e., signed) by his/her manager or designee.
	_ 3.	Employee has returned all facility-related keys and access cards.
	_ 4.	Employee has returned all non-USF ID cards (e.g., USF/Moffitt/VA/ALZ/IDRB). Employee may keep USF ID card.
	_ 5.	Employee has returned scrubs and removed all personal items from lockers/cabinets/drawers. Shoes purchased for and worn within the facility may be kept by the employee.
	_ 6.	Employee has completed a final timesheet, and ensured that the time-sheet is accurately reflective of the last day worked and has been approved by the manager/supervisor.
	_ 7.	Employee has provided a current mailing address to HR or through GEMS self-service (important for mailing end of year-end tax forms).
	_ 8.	Employee acknowledges they are aware of the opportunity to discuss their occupational health-related issues with USF Medical Health Administration at (813) 974-3163.

Employee's signature

Date

Assistant Director or Designee

Date

## **II. ADMINISTRATIVE CHECKLIST**

## Check-off

- 1. Notify Research Integrity and Compliance to remove eIACUC viewing privileges.
- \_\_\_\_\_ 2. If applicable, delete or request deletion of facility/building access from database.
- 3. If applicable, timesheets/leave records audited for payout (Staff and Administration only).
- 4. Attach a copy of resignation letter to this checklist. Attach to ASF.

Dept. HR Administrator

Date