

EMPLOYEE NAME:	ID #:
DEPARTMENT:	SUPERVISOR:
REASON FOR LEAVING:	

NOTE: The following checklist is provided to assist employees in the exit process. Employees leaving the University should be aware of their rights and benefits, including COBRA. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

For information regarding email and software access visit:

https://cafebusinesscenter.ca.uky.edu/filesemail_and_software_access.pdf

For document access visit:

<https://mydocs.uky.edu/>

Employee Responsibilities

Submit written notice of separation to department, including update of new address for W-2 purposes.

Change your voice mail indicating your change and referring people to another if necessary, before last day of work.

Pay outstanding debts to appropriate University units including tuition expenses, health center fees, parking tickets, etc.

Return all University equipment, supplies & UK ID card to a department representative

Contact Employee Benefits (benefits@uky.edu) or visit the HR website at www.uky.edu/HR for insurance termination date, retirement information, etc.

Remove all personal items from office and any other work space in a timely manner.

Return parking permit.

Submit any outstanding Concur travel AND/OR general expense reports

Employee Signature & Date

Department Responsibilities

Cancel/revoke any signature authority the employee may have had.

Collect procurement card(s) in the name of the employee and request cancellation of the cards.

Remove employee's listings from department phone list, website,, calendars, and email distribution lists.

Review and sign the Employee Separation Sheet before returning it to your department HR administrator

Verify return of all University equipment and supplies for separating employee (cell phone, laptop, keys to office, etc.).

Ensure termination of employee's access to computer systems, including specific departmental system email accounts, accounting,, budget, and payroll/ personnel systems, etc.

Verify the employee's personal items have been removed from the office and any other work space

Supervisor Signature & Date

We invite you to participate in the M-G CAFE Exit Survey via this link or the QR Code

https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxIKL5P

