

<b>EMPLOYEE NAME:</b> _____	<b>UK ID #:</b> _____
<b>JOB TITLE:</b> _____	<b>EMPLOYEE TYPE:</b> BIWEEKLY      MONTHLY
<b>SUPERVISOR:</b> _____	<b>COUNTY:</b> _____
<b>INDICATE- TRANSFER/SEPARATION/RETIREMENT:</b> _____	
<b>LAST DAY OF WORK:</b> _____	<b>SEPARATION DAY:</b> _____ (FIRST DAY INACTIVE)

**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 more information visit IT offboarding: [its.uky.edu/offboarding](https://its.uky.edu/offboarding).

### Employee Responsibilities

Written notice of employment end submitted to be in good standing

Submit all travel expenses in Concur as soon as possible

Complete and submit all current reports before the last day of work

Remove all personal items from workspace

Notification sent to Board, County Extension Council and Program Council

Verify with the treasurer(s) of all accounts that all funds are properly accounted for with a financial statement prepared and submitted to AED/CD and Fiscal Coordinator

Transfer OneDrive file permission/ownership to Agents

Return office credit cards/ProCards/membership cards, verify accounts have been deactivated and submit all outstanding credit card receipts

Return all UK owned property (laptops, speakers, cell phones, etc), UK ID and parking cards and keys (building, office, equipment, vehicles, etc)

List all inventory and equipment assigned to employee showing that all items are accounted for and released from personal accounts

Contact Benefits Office regarding insurance questions

Delete voicemail greeting, transfer phone to main reception and set email reply

Work on your last day of employment

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

We invite you to respond to the M-G CAFE Exit Survey by QR code or the link below:

[https://uky.az1.qualtrics.com/jfe/form/SV\\_8lkSeGAVnxIKL5P](https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxIKL5P) OR



**Cooperative Extension/ Department Responsibilities**

Written notice received (To leave in good standing, salaried staff must provide 30 days' notice; bi-weekly staff must provide 2 weeks' notice)

List of all inventory and equipment assigned to the employee verifying all items have been returned and released from personal accounts

Verify county credit card, membership cards and/or ProCard returned/ deactivated, and permissions removed

Keys returned (e.g. building, office, equipment, vehicle, etc.)

Collect UK ID and parking cards

Update voicemail message

Remove from distribution lists, listservs, etc.

Verify leader lists, calendar of programs, and list of upcoming responsibilities have been sent to the Area Director/County Manager and fellow agents

Remove 4-H and Quickbooks online access

Notify the bank that the employee is no longer associated with EDB accounts

Alert Program Leader

Verify with the treasurer(s) of all accounts, that all funds are properly accounted for with a financial statement prepared and submitted to AD and Fiscal Coordinator

Complete Separation Sheet/Personnel Action Request Form (P16), indicate correct forwarding address, attach signed resignation letter. \*Please use one of the available Reasons for Separation, avoiding "other" whenever possible

Verify leave balances/ for outstanding trip expenses and touch base with your area travel rep

Notify department IT that the employee is leaving  
Remove access from UK websites and social media accounts and transfer administrator access to 2 or more individuals

Remove access code from office security system

Shred business cards

Notification sent to County Director, Area Director, Regional Director, and, for agents only to: County Extension Council and Program Council

Indicate in the Board meeting minutes the date that the employee separated employment

Review upcoming planned meetings and events to ensure coverage

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**M-G CAFE HR Team Use**

Enter Separation Personnel Action (except retirees)

Update forwarding address as needed

Enter Terminal Leave Pay Out

File copies of exit paperwork in departmental digital personnel file and then move the file to inactive.

Send original paperwork to the M-G CAFE HR Team email inbox

\_\_\_\_\_  
HR Officer Signature

\_\_\_\_\_  
Date