



Student Employee Separation Checklist

This checklist outlines employment exit procedures for:

Student employees whose employment ends due to resignation, termination, transfer to another position, or death

Employee name _____

Reason for separation Resignation Employee dept. _____

Termination Termination effective date _____

Transfer

Death

Employee responsibilities

- Return all University property to appropriate departmental personnel, e.g., keys; uniforms; cell phone; pager; laptop/ computer or audiovisual equipment; cameras; exhibits; and handbooks.
- If you are actively conducting research in a UGALaboratory, complete the procedure for closing a laboratory: research.uga.edu/safety/chemical-laboratory/opening-closing-lab/
- Complete and submit your final time sheet(s) as applicable in OneUSG Connect.
- If you worked in a temporary position and participated in the Georgia Defined Contribution Plan (GDGP) and desire to apply for a refund of your contributions, visit www.ers.ga.gov/georgia-defined-contribution-plan.
- Remove all personal items from your work space.
- Go to OneUSG Connect and confirm your mailing address for W-2 purposes. Go to the OneSource Training Library at training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html. If your W-2 is set for electronic delivery and you leave UGA by employment termination, you will lose access to your W-2 through the website. Before leaving UGA, go to OneUSG Connect Employee Self-Service and remove your consent for electronic W-2 delivery. If you do not take this action, you will have to contact OneUSG Connect Support to have your W-2 mailed to you.
- Give this completed checklist to your supervisor or departmental representative.

Supervisor or departmental responsibilities

- Enter the employee's termination effective date via Manager Self Service in OneUSG Connect. Instructions are available on the OneSource training library at training.onesource.uga.edu.
- If it is anticipated that the employee will be scheduled for work again after a break, give the student a letter indicating their last date of schedule work and anticipated future restart date.
- Terminate employee's access to University servers and systems including departmental distribution lists and listservs, e-mail accounts, HR, financial, and departmental systems, etc.
- Prior to the employee's last day of work, inventory the equipment s/he uses. Prepare necessary paperwork to transfer equipment to appropriate department or person.
- If the employee is actively conducting research in a UGA Laboratory, review the procedure for closing a laboratory: research.uga.edu/safety/chemical-laboratory/opening-closing-lab/

Employee signature _____ Date _____

Departmental representative _____ Date _____