



## Reminder to Department/Notice to Employee

**Reminder to Departmental Representative:** Remove employee's name from authorized signature list(s) if appropriate. Also, please ensure vacation/compensatory/sick leave records have been audited as appropriate and submitted to Leave Administration. Employees should be advised of the opportunity for insurance and benefits consultation at University Benefits (pre-tax payments, COBRA benefits, etc.); call (352) 392-2477. If the terminating employee currently is on the spouse plan, he or she must contact University Benefits to convert or terminate coverage. Retiring employees should be referred to University Retirement; call (352) 392-2477.

**Notice to Employee:** The address on the Form W-4 on file will determine where your Form W-2, Wage and Tax Statement, or Form 1042-S, Foreign Person's U.S. Source Income Subject To Withholding, will be sent. You should provide a permanent address so your wages or reportable U.S. Source Income can be reported to you by the University of Florida by January 31 of the following year.

Upon terminating, TEAMS employees with children participating in the Higher Education Opportunity (HEO) program are no longer eligible for that benefit. Human Resource Services verifies eligibility in the program each semester based on whether the child's legal guardian is a full-time TEAMS employee on the first day of classes for each new semester.

If you have paid in full for your parking decal, you should contact Traffic and Parking for a reimbursement. If you chose payroll deduction to pay for your decal and **do not turn it in** when separating from the university, Traffic and Parking will deduct the amount still owed from your final paycheck.

Exit interviews for USPS and TEAMS employees who are separating from the university are held at their department. In addition to exit interviews, USPS and TEAMS employees may receive an exit interview with their HRS satellite office. Please call (352) 392-1072 for additional information.