

Layoff Guidelines for UF Departments

(To be completed by departmental representative and retained in department file)

Employee Name _____

UF ID Number _____ Department/College _____

Date of Hire _____ Termination Date _____

Forwarding Address _____

Purpose: The following checklist is provided to assist UF employees who are being laid off from employment with the exit process. Employees leaving UF should be aware of their rights and benefits, which include terminal leave options (special pay plan) and COBRA. In addition, departing employees have an obligation to return all university property issued to them and to settle all outstanding accounts.

Checklist: *check one*

Yes or N/A

UF's Commitment—Please ensure employee is made aware of the following services		
Employee Relations to meet with employee to discuss available options		
Booklet provided that contains useful information about “what to expect”; web site info also shared		
One-stop HR appointment available to provide one-on-one counseling from Recruitment and Staffing (available jobs, resume review, community resources), University Benefits (to discuss coverage options), and University Retirement (FRS options, supplemental plan information, etc.)		
Expedited leave cash out services (department still must complete ePAF)		
Supervisor's Responsibility		
Ensure ePAF transaction is completed with action/reason: Termination/Layoff		
Ensure appropriate leave cash out ePAF is submitted promptly after termination		
Reports owed under Sponsored Research		
Disclosures of inventions and copyrights		
Security access to computer systems terminated (myUFL, ID, passwords, etc.)		
Lab supplies/chemical/hazardous material/work in process identified and inventoried		
If lab space was used, lab space must be “closed out” through Environmental Health and Safety		
Travel advances, salary overpayments, and cash advances repaid to UF Controller's Office		
Inform exiting employee about the Retirement Special Pay Plan: www.hr.ufl.edu/retirement/other/specialpayplan.asp		

Checklist: *check one*

Yes or N/A

Yes or N/A

Employee's Responsibility			Employee's Responsibility		
Keys returned			American Express cards returned		
ID/other cards returned			Library books/materials returned		
Uniforms returned			Telephone calling cards returned		
Purchasing Card returned			All other UF property returned (PCs, cell phone, lab equipment, etc)		
All miscellaneous debts (parking fines, tuition expenses, Health Center fees, etc.) should be settled			Update W-4 so your W-2 will go to correct mailing address		
Blue, Orange, or Official Business Parking Decal has been turned in to Transportation and Parking			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.		
If you have paid in full for your parking decal, you should contact Transportation 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, Transportation and Parking will deduct the amount still owed from your final paycheck.					

Reminder to Departmental Representative: Remove employee's name from authorized signature lists(s) if appropriate. Also, please ensure that vacation/compensatory/sick leave records have been audited as appropriate in preparation for terminal leave payment. 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.

Notice to Employee: 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.

Employee Comments:

Employee's Signature

Date

Departmental Representative's Signature

Date