

Departmental use only
Do not forward to HR



UNIVERSITY OF
GEORGIA

Faculty & Staff Transfer Checklist

This checklist outlines employment exit procedures for:
Regular, partial year, and temporary faculty and staff transferring from one UGA
department to another UGA department

Employee name _____

Employee dept. _____

Transfer effective date _____

Check when complete or indicate N/A

Employee responsibilities

- If you have a P-Card, notify (in writing) your Approving Official(s), Department Head, and the P-Card Coordinators in Procurement and turn in the P-Card to one of these individuals who is responsible destroying the card.
- Contact Parking Services to request lot change as desired and available (parking@uga.edu or 2-PARK).
- If you are actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory: research.uga.edu/safety/chemical-laboratory/opening-closing-lab/
- Return all University property to appropriate departmental personnel, e.g., keys; uniforms; cell phone; pager; laptop/ computer or audiovisual equipment; cameras; exhibits; and handbooks.
- Complete and submit your final time sheet(s) and leave request(s) as applicable in OneUSG Connect.
- If you 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.
- Unsubscribe from appropriate departmental listservs.
- Remove all personal items from your work space.
- Go to OneUSG Connect and confirm your mailing address for W-2 purposes. Instructions are available in the OneSource Training Library at https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html.
- Submit this completed checklist to your supervisor or departmental representative.

Supervisor or departmental responsibilities

- Prior to the employee's last day of work, inventory the equipment s/he uses. Prepare the necessary paperwork to transfer equipment to the appropriate department or person.
- If the employee is actively conducting research in a UGA Laboratory, complete the procedure for closing a laboratory: [//research.uga.edu/safety/chemical-laboratory/opening-closing-lab/](http://research.uga.edu/safety/chemical-laboratory/opening-closing-lab/)
- Audit annual leave, compensatory time, and sick leave balances. If there is an error with the balance(s) listed, e-mail oneusgsupport@uga.edu.

Supervisor or departmental responsibilities (cont.)

Complete the UGA Separation Notice Department of Labor Form (DOL-800) only under the conditions listed below. (www.busfin.uga.edu/forms/separation_notice.pdf)

- The employee is currently in a “regular” position and is transferring to a “temporary” or “student employee” position
- The employee is currently in a “temporary” position and is transferring to a “student employee” position
- The employee is leaving UGA employment and transferring to another University System position

Read the instructions on the form to clearly detail the specific reason for termination. Give the original separation notice to the employee on his/her final work day. Additional instructions are provided with the form.

Terminate employee’s access to University servers and systems including departmental distribution lists and listservs, e-mail accounts, HR, financial, and departmental systems, etc.

If the employee has a P-Card, confirm with the P-Card Coordinators in Procurement that (1) the P-Card has been canceled, (2) that the card has been destroyed, (3) all transactions have been signed off in Works, and (4) adequate documentation exists for each transaction before the employee’s separation date.

Issue a termination request using the MSS termination request in OneUSG Connect. In the comments box, indicate “transferring to another UGA department.” Visit the OneUSG Connect Standard Operation Procedures for terminations and transfers for additional instructions (https://onesource.uga.edu/_resources/files/documents/sop_wfa_004-transfer_employee_within_uga_final-20190402.pdf and <https://onesource.uga.edu/protected/pdf/termempaffil61019.pdf>).

Keep the employee’s personnel file (including performance evaluations) with other departmental staff personnel files. Maintain files as as described in USG retention guidelines www.usg.edu/records_management/schedules/

Send an email to i9online@uga.edu to transfer the employee’s I-9 form to the new department.

Other: _____

Comments:

Employee signature

Date

Departmental representative signature

Date

Retain this completed form in departmental files, if desired
(Do not send to HR)