

Employees who are leaving the university or moving to a different college/division must attend an exit process meeting to facilitate a smooth transition. This process is carried out by the exiting employee's department and applies to employees who are leaving the university as well as those being appointed to a position in another college/division within the university.

In an effort to identify ways to improve the work environment and quality of service provided at the university and to enhance the university's reputation as an employer of first choice, employees are encouraged to provide feedback by way of an exit questionnaire. As an alternative to the questionnaire, an employee may schedule an appointment for an exit interview with Human Resources (HR).

Exit Process

Prior to the employee's last date of employment with the college/division or the university, the employee's supervisor/designee meets with the employee to:

Complete a Departmental Exit Process List

If the employee is no longer present in the workplace and unable to complete the form, the supervisor should complete Section A and indicate the reason the employee was unavailable. The completed list is forwarded to HR at the address indicated and a copy provided to the employee.

Collect University Property

All university property and other items issued to the employee should be retrieved by the supervisor/designee during the exit process appointment. This includes, but is not limited to, keys, uniforms, equipment, phone calling cards, credit cards, and USF P-card. Non-reusable items such as credit cards are to be destroyed. Although the employee may retain the USF identification card, the university will deactivate the card except for use as an ATM card with the USF Federal Credit Union. If property and other items are not retrieved from the employee, HR should be contacted for guidance regarding collection efforts.

During the exit process meeting, the supervisor/designee:

- Provides an Exit Questionnaire and encourage the employee to complete it.
- For Staff employees, collects the final completed time sheet.
- For an employee separating from the university:
 - Requests the employee provide a current mailing address to HR or through GEMS Self Service for final pay check (when applicable) and year-end tax forms.
 - Advises the employee to contact HR for continuation of benefits questions.
 - Advises the employee to return their parking permit to Parking & Transportation Services. If the employee purchased the permit via payroll deduction, a stop will be submitted to Payroll for any future deductions once the permit is returned. Depending upon the date of the return, the employee may receive a pro-rated refund (refunds take up to six weeks to process). However, no refunds are issued on pre-tax deductions
 - If applicable, informs the employee of liabilities to the university e.g., library and parking fines (verified through Accounts Payable prior to the exit process meeting) and that payroll deductions may be taken for these from the employee's final paycheck or potential leave payout balance.

An appointment status form must be completed to separate the employee from the college/division or the university and submitted to HR, with the necessary documentation. Leave balances in the Automated Leave Tracking (ALT) system must be audited and, if applicable, leave payments certified. The department should deactivate computer, e-mail, data base, voicemail, building, security and other applicable university accesses.

Optional Exit Interview

In lieu of completing the Exit Questionnaire, an employee may schedule an exit interview with HR. The employee should contact Employee Relations on the Tampa campus or, as applicable, HR at USF St. Petersburg or USF Sarasota/Manatee.

