**Name:** Type Employee’s Name

**Title:** Type Employee’s Current Title

**Department:** Type Employee’s Current Department

**Effective Date:**MM/DD/YYYY

**UFID:** Enter Employee’s UFID#

1. [Academic Personnel Transaction Form](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/11/Academic-Personnel-Transaction-Form.pdf)
2. ***Resignation document*** from the employee or chairman if the employee member did not provide one.
3. Indicate the reason for resignation/termination: Choose one.

“Other” section

1. Complete [Employee Exit Checklist](http://hr.ufl.edu/wp-content/uploads/forms/emp_relations/exit_checklist.pdf) **(Do not forward to Dean’s Office)**
2. ***Forwarding Address:*** If the employee is moving, please have them update their address in MyUFL prior to leaving when possible. Navigation is **Main Menu>My Account> Update My Directory Profile** and updating the “Permanent Home Data”. If the employee did not update this prior to losing access in MyUFL, they can complete the “[Former Employee Address Change Request Form](http://hr.ufl.edu/wp-content/uploads/forms/recruitment/former_employ_address.pdf)” and forward to Recruitment and Staffing as indicated on the form. The final W-2 will be mailed to this address.
3. For faculty with VA assignments, review the “[UF College of Medicine Faculty with VA Assignments Compensation, Leave and COM Fringe Benefits Eligibility Policy](https://com-dean-adminaffairs.sites.medinfo.ufl.edu/files/2015/08/VA-Compensation-policy-effective-August-14-2015.pdf)” regarding payment of terminal leave.
4. Change of status for benefits are handled within MyUFL.
5. Will this employee be re-employed by UF and/or Shands? **Yes  or No**

If yes, will the employee be billing for patient services? **Yes or No**

1. Contact Payables to discontinue cell phone payments, if applicable.

**Attach this checklist to your appointment forms and forward to the Administrative Affairs division, College of Medicine.**