Voluntary Resignation Checklist for Employees

- Provide resignation letter to supervisor/manager.
  
  \textit{Note: It is expected that exempt (monthly) employees give at least a 30-day notice, and non-exempt (hourly) employees give at least a two (2) week notice of actual working time prior to departure. Neither annual leave nor comp time should be taken during the last pay period after a notice of resignation is given.}

- Review \href{https://hr.ua.edu/}{Important Exit Information}.

- Update local mailing address in myBama or complete and return the \href{https://hr.ua.edu/}{Address and Personal Information Change Form}.

- Submit monthly leave report, if applicable.

- Transfer electronic files to appropriate parties.

- Review electronic files/email to retrieve any personal information.

- Reconcile any outstanding P-Card charges, if applicable.

- Return all University property (e.g., keys, uniforms, cell phones, laptop/computer, P-Card, Action Card, files/notes, credentials, etc.) to appropriate departmental personnel.

- Set up out of office message in Outlook and on voicemail providing departmental contact information.

- Remove all personal items from your workspace.

\textbf{CONTACT HUMAN RESOURCES:}

1670 Ruby Tyler Parkway  
Tuscaloosa, AL  35404

205-348-7732  
hr@ua.edu

https://hr.ua.edu/