



Voluntary Resignation Checklist for Employees

- Provide resignation letter to supervisor/manager.

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 [Important Exit Information](#).
- Update local mailing address in myBama or complete and return the [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.

CONTACT HUMAN RESOURCES:



1670 Ruby Tyler Parkway
Tuscaloosa, AL 35404



205-348-7732



hr@ua.edu



<https://hr.ua.edu/>