Resignation/Termination Checklist for Supervisors

- Provide Resignation Acknowledgement letter, if applicable.
  - Acknowledgement of Written Resignation
  - Acknowledgement of Verbal Resignation

  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.

- Work with employee to transfer job duties or open projects.
- Ensure all University property has been returned (e.g., keys, uniforms, cell phones, laptop/computer, P-Card, Action Card, files/notes, credentials, etc.) Deactivate computer and security access.
- Initiate termination ePA.
- Confirm out of office message in Outlook and voicemail is activated.
- Arrange a farewell and thank them for their service, if voluntary resignation.

Contact Human Resources:
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