Termination Checklist

Departments must submit timely termination (Change Employment Status) ePAFs to remove inactive employees from payroll. The termination effective date is one day after the last day the employee physically worked.

Documents Required by HR-Records	**All Employee Types**
ePAF	☐
Resignation Form or Resignation Letter *(required when RES-Resignation is chosen as the termination reason)*	☐

Documents Required and Remain in Personnel File (Do not send to HR)*

Employee Exit Checklist	☐

 *Contact your college or VP office to determine the location of the personnel file for your unit.

Dismissal Ineligible for Rehire
Note: Prior to submitting an ePAF for OPS employees with a designation of Dismissal, Ineligible for Rehire, it must be approved by HR-Employee Relations for OPS Non-Students, and Office of Student Contact for OPS Students. For additional information, please see http://hr.ucf.edu/files/NotEligibleRehireStudentGuidelines.pdf.

Resignation Ineligible for Rehire
For employee's records being marked as resignation-ineligible for rehire due to **not providing two weeks' notice**, the following process must be followed:
1) Resignation form must be completed and signed by the employee and supervisor and attached to the ePAF. **OR**
2) Resignation Documentation including a) employee's intent to resign, b) copy of a certified letter issued by the department notifying the employee of their ineligible for rehire status, and c) copy of the mailing slip must be attached to the ePAF.

Supplemental eForms
Note: Occasionally, you will receive an error message when trying to submit a change employment status ePAF to terminate an employee that states, "Effective Date must be greater than last effective date." This can occur when there is a future dated row in the system.

When this happens, you will need to submit a supplemental eform to terminate the employee. You will need to fill in all the applicable fields on the supplemental eform. In the function description box, you will need to input the last day the employee worked and the termination reason such as (RES-Resignation or ECN-End of Employment). If RES is designated, a resignation form or letter must be attached.