

## Offboarding Procedure

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Offboarding is the process an employee must complete when separating employment from the University. Below are the steps that the employee, supervisor, and department should follow to complete this process (also found on [www.uah.edu/hr/offboarding](http://www.uah.edu/hr/offboarding)).

### Employee Responsibilities

1. *Resignation/Retirement:* Inform your supervisor, submit a letter of resignation, and submit the [Resignation Google Form](#) to inform Human Resources.
2. Review the [Terminating Employee Benefits Guide](#). If you have any questions or concerns, schedule a time to meet with Human Resources on or before your last day of employment.
3. If applicable, contact the following departments by phone to make arrangements for check-out:
  - **International Student and Scholar Office** - 256.824.6055  
*Applicable to employees who are sponsored by UAH for employment work authorization on H1B, J1 Visa.*
  - **Office of Research Security** - 256.824.6048, 256.824.3025, or 256.824.6035  
*Applicable to all employees who support research contracts, research center employees, personnel security clearances, NASA and/or Cramer Hall access.*
  - **Office of Sponsored Programs** - 256.824.2647  
*Applicable to faculty and research employees who were either key personnel or Principal Investigator on a contract, grant or award.*
  - **Office of Environmental Health & Safety** - 256.824.2171  
*Applicable to all employees responsible for a lab, studio, shop or stockroom*
4. Return the following to your immediate supervisor:
  - a. University property (keys, laptop computers, uniforms, P-cards, etc.)
  - b. UAH photo Charger ID card
  - c. Parking hang tag
5. Provide your forwarding address, email, and phone to your supervisor for the completion of the Department Separation Checklist Form. The checklist should be emailed to [benefits@uah.edu](mailto:benefits@uah.edu).
6. Complete the [Staff Employee Exit Form](#)\*.

### Supervisor and Department Responsibilities

1. Complete the ePAF online.
2. Complete the [Department Checklist for Terminating Employees Form](#).
  - Ensure the employee information (forwarding address, email and phone number) is accurate.
  - Upload a copy of the resignation/termination letter.
3. Direct supervisor or manager should complete the [Supervisor Exit Form](#)\*.

\* Exit forms are in Google Forms and you must access this document through your Gmail account to open the Exit Forms.