

IFAS Shared Service Centers (SSC)

Termination, Retirement, or Resignation for TEAMS and USPS

To standardize processes for all departments, please email all documents to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – Separation for Smith**)

If the employee is transferring to another department within UF, or changing jobs within your department, please see SSC instruction guide for transferring or changing jobs.

Step 1: Unit receives notice of Termination or Retirement

- Please contact the appropriate SSC as soon as the Unit is given notice that an employee is being terminated, retiring, or resigning.
- If the employee is retiring, please have them call the University Benefits and Retirement office at 392-2477 or retirement@ufl.edu.
- If the employee is retiring or resigning, a **letter of resignation is required** and should include the following statement “My last day in pay status will be _____”.
- If the employee is being terminated, retiring, or resigning, the home department must fill-out an [Exit Checklist](#) (does not apply to OPS).

Step 2: Unit prepares documents to be sent to the SSC

- Scan all documents (including Letter of Resignation and Exit Checklist, if applicable) as **.pdf** files.
- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to use the subject line as indicated above. Please include the required information as described below, or use the [Termination-Retirement-Resignation](#) email template.
- Be sure image(s) is/are legible and attach to email.

Required In the Body of Email:

- Effective date
- Employee name and UFID
- Reason for termination, chosen from the following list:
 - Death
 - End summer assignment
 - End temporary job
 - Resignation
 - Retirement
 - Terminate additional pay/lump sum payments
 - Termination with cause
 - Work authorization expired
 - Workers compensation settlement
- Unit contact name and phone

Step 3: SSC receives and processes the Job Action

- SSC reviews all documents.
- SSC processes the request in PeopleSoft.
- When the request has been approved at all UF levels, the SSC will notify the unit contact person.

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199

Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583

Email: ffifield@ufl.edu