



Supervisor Instructions at Employee Separation

When an employee is leaving employment with Samford, whether retirement, resignation, or on request, please complete the following steps:

Employee Separation Procedures

Faculty/Staff Termination Form

If you have not already done so, please complete a Faculty/Staf Termination form as soon as possible to allow time for HR to prepare an Exit Interview and COBRA packet while the employee still has access to their email, if possible.

Document Preparation

Print the remaining pages of this packet as one-sided documents.

Return of University Property

Complete the Acknowledgement of Return of Samford University Property on the employee's last day of work. Return the completed form along with the following items to the Human Resources Office, Samford Hall, Room 306:

- All University Keys
- Samford Employee ID
- Laptop Computer and Charger(s) - *do not return monitors, keyboards or docking stations, IT will pick those up if necessary*
- Purchasing Card (Pcard)
- Parking Permit

Employee Resources at Separation

Provide all pages of the Additional Employee Resources at Separation to the employee. All sections may not be applicable but should be provided.

Supervisor Review

- Ensure completion and approval of all time in TCP and/or Leave Report.
- Verify and approve any outstanding expense reimbursement.
- Remove employee's name from distribution lists.
- Remove employee's name from website (if applicable).



Acknowledgement of Return of Samford University Property

Employee Name: _____ Last Work Date: _____

According to Samford University policy, employees are required to return all company property and equipment upon termination. Employees must acknowledge that they have returned all company property and materials, which includes but is not limited to the following items:

Keys to Samford facilities?	Yes	No	n/a
Desk keys?	Yes	No	n/a
Identification cards/badges?	Yes	No	n/a
Samford-issued uniforms?	Yes	No	n/a
Laptop computer and accessories?	Yes	No	n/a
Electronic devices (i.e., cell phones, laptops, smart phones, etc.)	Yes	No	n/a
Samford-issued credit cards?	Yes	No	n/a
Samford vehicle: Keys?	Yes	No	n/a
Samford vehicle: Manual(s)?	Yes	No	n/a
Samford-issued tools?	Yes	No	n/a
Samford documents: Client lists?	Yes	No	n/a
Samford documents: Business plans?	Yes	No	n/a
Samford documents: Manuals?	Yes	No	n/a
Has the computer software licensed to and installed by Samford been removed from the employee's personal devices?	Yes	No	n/a
Has the security software issued by Samford been removed from the employee's personal devices?	Yes	No	n/a

I hereby acknowledge that I have returned all company property and materials in my possession to Samford University as part of the offboarding process.

Employee Signature: _____

Date: _____

Print Employee Name: _____

Date: _____

Supervisor Signature: _____

Date: _____

Print Supervisor Name: _____

Date: _____



Additional Employee Resources at Separation

Notice of Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced. For general information about filing a claim, call 866-361-4524 or visit www.labor.alabama.gov.

You will need to provide the Alabama Department of Labor with the following information in order for the state to process your claim:

- Your full legal name;
- Your Social Security Number;
- Your authorization to work (if you are not a US Citizen or resident).

You should also have the following information available when you file your claim:

- A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
- Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
- Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim by phone, dial 866-2-FILE-UC (866-234-5382).

If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center. You will be asked a series of questions that will require you to answer by pressing numbers on your telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

To file a UI claim online, visit www.labor.alabama.gov.

Click on "Unemployment," then "File Claim," then "Establish a New or Reopen a UC Claim" and follow the prompts.

If you have questions about the status of your UI claim, you can call the Alabama Department of Labor Call Center Inquiry Line at 800-361-4524.



Additional Employee Resources at Separation

1. FedLogic

- a. Your current insurance is in effect until the end of the month that you terminate.
- b. The staff at FedLogic can assist in reviewing the Healthcare Marketplace for comparable but less expensive options than COBRA.
- c. They can also assist with information for any other federal program that you feel you may be entitled to participate in.

2. 403(b)

- a. Visit the NetBenefits page which can be reached from the Samford website, Benefits page under Retirement Planning.
- b. This information will be useful in gaining access to these funds.

3. Pension Plan/Retirement Focus

- a. If you were in the Samford Pension Plan (available to employees who qualified prior to 2013)
- b. Visit the Samford website, Benefits page under Retirement Plan for information on initiating pension payments if you choose.
- c. Retirement Planning can be done through Retirement Focus at retirementfocus.com
- d. Initial payment may take up to six weeks, with monthly payments following.

4. W-2 and Recent Pay Stubs.

- a. Before you lose access to your employee portal on your last day, print important documents such as your most recent W-2 and recent pay stubs.
- b. You may need up to three months of pay stubs for mortgage or new rental agreement.



Change of Address Form

Please email this completed form to the Samford University office of Human Resources at hr@samford.edu if your address changes so that we can forward important documents such as W-2s and other notices to you at the correct address.

Employee Name (Print): _____

Employee SUID (900#): _____

Former Address: _____

Previous Telephone Number: (____) _____

New Address: _____

New Telephone Number: (____) _____

Effective Date: _____

Employee Signature: _____ Date: _____