

# Memo

**To:**

**From:**

**Date:**

**Re:**

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Please find below important contact information you may need after your separation from the University of Florida.

Department contact: \_\_\_\_\_

Dean's Office HR contact: \_\_\_\_\_

University Benefits: <http://hr.ufl.edu/benefits-rewards/my-benefits/>, 352/392-2477

University Retirement: <http://hr.ufl.edu/benefits-rewards/retirement/>, 352/392-2477

UFHR Services: 352/392-2477

Fidelity 1-800-343-0860

As a reminder, leave cashouts typically take four to six weeks for processing.  
See the attached letter for specific information regarding the University's cashout process.

For employees who are eligible for leave cash out, please provide them a hard copy of Human Resources' leave cash out information document: [https://benefits.hr.ufl.edu/wp-content/uploads/sites/3/2020/12/UFHR\\_Benefits\\_SpecialPayPlanLetter\\_v1.pdf](https://benefits.hr.ufl.edu/wp-content/uploads/sites/3/2020/12/UFHR_Benefits_SpecialPayPlanLetter_v1.pdf)

Should your address change during the remainder of this calendar year, please be sure to update the University of Florida as soon as possible so that your W-2 will be mailed appropriately; complete the [Former Employee Address Change Request Form](#).

Best of luck to you in your future endeavors.