

Employee Separation Checklist

As a permanent employee, preparing to separate from UNCSA, this checklist has been created to assist you in navigating the necessary steps for a smooth departure. It is designed to ensure that all aspects of your offboarding process are addressed efficiently. This checklist aims to guide you through the process, helping to streamline your departure and ensure that no essential details are overlooked, and that all university property is returned to your supervisor and/or departmental contact. We encourage you to use this checklist as a tool to manage your departure effectively.

Employee Responsibility	
	Submit resignation letter to supervisor.
	Contact Human Resources (Benefits) to review changes to your benefits, including termination of applicable benefits.
	Keep your address up to date. Failure to update your forwarding address may result in a delay in receiving your W-2 forms or other tax forms.
	Complete your timesheet/leave report on or before their last day.
	Return all university-owned property (e.g. keys, cell phone, laptop, uniforms, P-Card, library books etc.)
	Turn in Procurement Card and reconcile account with your supervisor.
	Turn Travel card and Reconcile account with your supervisor.
	Discuss the status of your outstanding work assignments and other pertinent information with your supervisor.
	Set an autoreply on your email account to direct emails to the appropriate persons.
	Remove all personal items from the office / workspace.
	Update your automatic email response and voicemail recording to direct customers to the appropriate person.
	HR will provide you with an Exit Interview Survey. We encourage you to complete it (optional).