

EMPLOYEE SEPARATION CHECKLIST

Page 1 Completed by Employee

Employee Information:			
Employee's Name: _____	Supervisor's Name: _____		
Employee's Banner ID: _____	Department: _____		
Separation Date: _____	Division: _____		
As the employee, have you returned to your supervisor or department representative:		Employee's Initials & Date	Supervisor's Initials & Date
OneCard?	Yes N/A		
Letter of resignation?	Yes N/A		
Approved/signed timecard?	Yes N/A		
Parking pass? (Email parking@ecu.edu)	Yes N/A		
All university property? (Keys, laptop, cell phone, etc.)	Yes N/A		
All university-related documents regarding current projects?	Yes N/A		
ProCard? (Complete the ProCard Account Maintenance form and shred the card)	Yes N/A		
Cancellation of authority forms with Financial Services and audit/transfer of petty cash?	Yes N/A		
Have you also:			
Updated your mailing address in PiratePort via Banner Self Service if relocating?	Yes N/A		
Contacted University Collections regarding any debts owed (e.g., tuition)? (Email cashier@ecu.edu)	Yes N/A		
Turned in library books/materials?	Yes N/A		
Contacted Benefits with any questions?	Yes N/A		
Scheduled an exit interview/conference? <ul style="list-style-type: none"> • SHRA, CSS, DMSS, & EHRA Non-Faculty <ul style="list-style-type: none"> ○ Rebecca Burbage: burbager22@ecu.edu • EHRA Faculty <ul style="list-style-type: none"> ○ Academic Affairs, Leigh Boyd: boydle18@ecu.edu ○ Office for Equity & Diversity: OED_EDU@ecu.edu • BSOM EHRA Faculty <ul style="list-style-type: none"> ○ Office of Faculty Development: facdevsom@ecu.edu 	Yes N/A		
Provided an out of office message on your email to notify others of your impending separation from ECU?	Yes N/A		
Removed all personal emails and documents from your computer?	Yes N/A		
Closed out your IRB studies?	Yes N/A		

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As the supervisor, have you:		Supervisor's Initials & Date:
Accepted the employee's resignation in writing?	Yes N/A	
Approved/signed the employee's timecard (Kronos) or leave record?	Yes N/A	
Obtained the employee's university-related emails, files, or documents regarding current projects?	Yes N/A	
Collected all university property from the employee and signed the Property Assignment Form? (Keys, iPad, laptop, uniforms, etc.)	Yes N/A	
Collected the employee's OneCard and returned it to the OneCard office?	Yes N/A	
Cancelled the employee's security and building access codes? (Email 1card@ecu.edu and include the employee's name and Banner ID)	Yes N/A	
Removed the employee's user access to department resources? (Microsoft Teams, PirateDrive, social media, etc.)	Yes N/A	
Ensured completion of the Employee Termination Form in PiratePort ?	Yes N/A	
Completed the employee's exit evaluation? <ul style="list-style-type: none"> • SHRA, CSS, DMSS, & EHRA Non-Faculty: evaluation is optional, except between April 1st and May 15th (email employeerelations@ecu.edu) • EHRA Faculty: Send evaluation and resignation letter to division office 	Yes N/A	
Advised the employee to contact the appropriate campus office to schedule an exit interview/conference?	Yes N/A	
Met with the employee on their last day of employment to conduct a departmental exit interview?	Yes N/A	
Provided the employee with ECU's Continuing Benefit Information form?	Yes N/A	
Reviewed the UNC System Records Retention Schedule for the appropriate disposition of all paper and digital files in your possession? (Email recordsmanagement@ecu.edu with questions)	Yes N/A	
Forwarded the separation checklist and all attachments? <ul style="list-style-type: none"> • SHRA, CSS, DMSS, & EHRA Non-Faculty: employeerelations@ecu.edu • EHRA Faculty: email to division office 	Yes N/A	
The employee's Pirate ID and associated access will be automatically terminated after the last work date in Banner. Any exceptions to the last date being used for Pirate ID termination should be submitted to ITCS .	Yes N/A	