EMPLOYEE TRANSFER CHECKLIST-Section 1 to be completed by EMPLOYEE

Employee Name:			Employee Banner ID:		
Department:			Supervisor Name:		
Division:			Separation Date:		

As the employee, have you returned to your Supervisor or Department Rep:			Employee Initials & Date	Department Rep/Supervisor Initials & Date
All keys?	Yes	N/A		
Letter of Resignation?	Yes	N/A		
Computer/Information Technology equipment?	Yes	N/A		
All University related files, e-mails, or documents regarding current projects?	Yes	N/A		
All telecommunications equipment? (cell phone, etc.)	Yes	N/A		
Timecard approved/signed?	Yes	N/A		
ProCard and/or American Express Corporate Card (to Materials Management)?	Yes	N/A		
Cancellation of authority forms with Financial Services, audit and transfer of petty cash)?	Yes	N/A		
Scheduled a transfer interview/conference? • SHRA/CSS/Non-Faculty EHRA- Contact Kaitlyn Schwager at 328-9819 or schwagerk18@ecu.edu	Yes	N/A		

EMPLOYEE TRANSFER CHECKLIST-Section 2 to be completed by SUPERVISOR

As the supervisor, HAVE YOU:			Supervisor Initials & Date
Collected all department property from employee and signed the Property Assignment Form? (keys, iPad, laptop, uniforms)	Yes	N/A	
Terminated all employee department computer access (i.e. Banner, social media)	Yes	N/A	
Completed transfer evaluation? Only applicable for employees that transfer before October 1st. If after October 1st, please contact Employee Relations.	Yes	N/A	
Provided employee with an acceptance of resignation memo?	Yes	N/A	
Obtained all department related files, e-mails, or documents regarding current projects from employee?	Yes	N/A	
Approved/signed employee's timecard (Kronos)/timesheet? If paper timesheet/leave record forward to employee's new department?	Yes	N/A	
Removed employee's building access codes?	Yes	N/A	
Advised employee to contact appropriate campus office to schedule a transfer interview/conference?	Yes	N/A	
Forward Transfer Checklist and all attachments? • SHRA/CSS to HR Employee Relations • EHRA to Division Office	Yes	N/A	
Have you contacted Systems Coordination via email at syscoord@ecu.edu to end Delegation of Authority access?	Yes	N/A	
Review the UNC-System Records Retention Schedule for the appropriate disposition of all paper and digital files in your possession. Please contact University Records Manager Amy Bright (brighta17@ecu.edu) or University Archivist Alston Cobourn (cobourna18@ecu.edu) for assistance with this process.	Yes	N/A	