

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		
Completed an exit interview? <ul style="list-style-type: none"> • SHRA, CSS, DMSS, EHRA Non-Faculty, & EHRA Faculty: email employeerelations@ecu.edu • BSOM EHRA Faculty: email 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		

EMPLOYEE SEPARATION CHECKLIST

Page 2 Completed by Supervisor

Employee Information:		
Employee's Name: _____	Supervisor's Name: _____	
Employee's Banner ID: _____	Department: _____	
Separation Date: _____	Division: _____	
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 1 – May 15 (email employeerelations@ecu.edu) • EHRA Faculty: send evaluation and resignation letter to POSO personnel representative 	Yes N/A	
Advised the employee to contact the appropriate campus office to complete an exit interview?	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	
Contacted Space Planning to return the office space for reallocation or code the space "pending" awaiting a new hire or position backfill? (Email pilgrimdunnd@ecu.edu)	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 POSO personnel representative 	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	