

# EMPLOYEE SEPARATION CHECKLIST

Page 1 Completed by Employee & Supervisor

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 <a href="mailto:parking@ecu.edu">parking@ecu.edu</a> )	Yes N/A		
All university property? (Keys, laptop, cell phone, etc.)	Yes N/A		
All university-related files, sensitive data, and Outlook emails regarding current projects?	Yes N/A		
ProCard? (Complete the <a href="#">ProCard Account Maintenance</a> 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 <a href="#">PiratePort</a> via Banner Self Service if relocating?	Yes N/A		
Contacted University Collections regarding any debts owed (e.g., tuition)? (Email <a href="mailto:cashier@ecu.edu">cashier@ecu.edu</a> )	Yes N/A		
Turned in library books/materials?	Yes N/A		
Verified there are no unresolved e-wallet transactions in Chrome River?	Yes N/A		
Contacted <a href="mailto:benefits@northcarolina.edu">benefits@northcarolina.edu</a> with any questions?	Yes N/A		
Completed an exit interview? <ul style="list-style-type: none"> <li>• SHRA, CSS, DMSS, EHRA Non-Faculty, &amp; EHRA Faculty: email <a href="mailto:employeerelations@ecu.edu">employeerelations@ecu.edu</a></li> <li>• BSOM EHRA Faculty: email <a href="mailto:facdevsom@ecu.edu">facdevsom@ecu.edu</a></li> </ul>	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 files from your computer?	Yes N/A		
Removed all university-related files, sensitive data, and Outlook emails from personal computers, storage locations (OneDrive and PirateDrive), and mobile devices?	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 files, sensitive data, and Outlook emails regarding current projects in the department?	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 <a href="mailto:1card@ecu.edu">1card@ecu.edu</a> 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 <a href="#">PiratePort</a> ?	Yes N/A	
Completed the employee's exit evaluation? <ul style="list-style-type: none"> <li>• SHRA, CSS, DMSS, &amp; EHRA Non-Faculty: evaluation is optional, except between April 1 – May 15 (email <a href="mailto:employeerelations@ecu.edu">employeerelations@ecu.edu</a>)</li> <li>• EHRA Faculty: send evaluation and resignation letter to POSO personnel representative</li> </ul>	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 <a href="#">Continuing Benefit Information</a> 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 <a href="mailto:recordsmanagement@ecu.edu">recordsmanagement@ecu.edu</a> 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 <a href="mailto:pilgrimdunnd@ecu.edu">pilgrimdunnd@ecu.edu</a> )	Yes N/A	
Forwarded the separation checklist and all attachments? <ul style="list-style-type: none"> <li>• SHRA, CSS, DMSS, &amp; EHRA Non-Faculty: <a href="mailto:employeerelations@ecu.edu">employeerelations@ecu.edu</a></li> <li>• EHRA Faculty: email to POSO personnel representative</li> </ul>	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 <a href="#">submitted to ITCS</a> .	Yes N/A	