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| **PART 1: NOTIFICATION OF RESIGNATION (SHRA and EHRA Non-Faculty)** | |
|  | * Written communication from employee to Supervisor (Go to Part 2)   If:   * Written communication from employee to OHR * OHR forwards copy of resignation to Supervisor |
|  | **NOTIFICATION OF RESIGNATION (Faculty)** |
|  | * Chair notifies Dean of pending faculty departure * Chair requests resignation letter upon notification; confirm last work day * Chair accepts resignation; responds in writing * Chair sends copy of Resignation to Academic Affairs |
| **PART 1 a: ACADEMIC AFFAIRS** | |
|  | * Academic Affairs forwards copy of resignation letter to OHR and notifies DoIT, or * Academic Affairs sends list of non-returning faculty to OHR and DoIT |
| **PART 1 b: OFFICE OF HUMAN RESOURCES (OHR)** | |
|  | OHR (Employee Relations) provides Off-Boarding Checklist to Supervisor and schedules an exit meeting with the employee |
| **PART 2: SUPERVISOR RESPONSIBILITIES** | |
|  | * Supervisor receives employee resignation * Supervisor accepts resignation, confirms last work day and responds in writing to employee * Supervisor forwards copy of resignation letter to the Office of Human Resources (OHR) |
|  | Notify applicable parties, via campus e-mail, of employee’s last work day:   * OHR ([benefits@uncp.edu](mailto:benefits@uncp.edu) ) * Payroll (Payroll Supervisor) * Accounts Payable (Accounts Payable Supervisor) * DoIT ([infosec@uncp.edu](mailto:infosec@uncp.edu) ) * Business Services (BravesCard Office Administrative Assistant) * Library (Dean of Library) * Facilities (Key Control) * Facilities Reservation System (Office of Student Affairs Executive Assistant) * Police and Public Safety (Chief of Campus Police) |
|  | Response received from applicable parties to advise of any outstanding liabilities from:   * OHR * Payroll * Accounts Payable * DoIT * Business Services (BravesCard) * Library * Facilities (Key Control) * Facilities Reservation System (Student Affairs) * Police and Public Safety |
|  | Provide employee with Off-Boarding Checklist which highlights outstanding university liabilities |
|  | Notify applicable parties of any missing assets/items not collected (i.e. DoIT, Facilities - Key Control…) |
|  | Conduct Exit Meeting with employee   * Close-out employee Performance plan * Review of ongoing projects * Ensure close-out of Performance Plan(s) for Direct Reports (Supervisory staff only)   Collect assets, items not already received |
|  | Notify OHR of any organizational structure changes or changes in direct reporting relationships |
|  | Communicate information regarding employee’s departure to Department via campus e-mail |
| **PART 3: DEPARTING EMPLOYEE RESPONSIBILITIES** | |
|  | Turn in University Property to Supervisor   * Keys * BravesCard * Computer Information Technology Equipment * Telecommunications equipment (cell phone, etc.) * Library materials * Procurement Card (PCard) * Update Mailing Address via BraveWeb (if relocating) * Submit final Leave Report via BraveWeb * Remove all personal e-mails and documents from computer systems * Meet with OHR Benefits for benefits review * Meet with OHR Employee Relations for completion of Online Exit Interview |

**Upon completion, please sign below**

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

***Office of Human Resources - For Internal Use Only***

Exit Interview process with employee completed (Benefits and Employee Relations) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining assets not turned in to Supervisor collected and sent to applicable functions \_\_\_\_\_\_\_\_\_\_

Banner Termination Entry Complete Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off Boarding Checklist placed in Employee Personnel File \_\_\_\_\_\_\_\_\_\_\_

Signature of OHR Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_