|  |
| --- |
| **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 )
* Payroll (Payroll Supervisor)
* Accounts Payable (Accounts Payable Supervisor)
* DoIT (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**

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

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