



OFF-BOARDING CHECKLIST

(SHRA, EHRA Non-Faculty, Faculty)

Employee Name:
 Department:
 Banner Number:
 Last Day of Work:

Retirement Resignation
 Involuntary, complete Involuntary Form
 Office Telephone Number:
 SHRA: EHRA NF: Faculty:

PART 1: NOTIFICATION OF RESIGNATION (SHRA and EHRA Non-Faculty)

<input type="checkbox"/>	If: <ul style="list-style-type: none"> ❖ Written communication from employee to supervisor (Skip to Part 2) ❖ Written communication from employee to Office of Human Resources (OHR) ❖ OHR forwards copy of resignation to supervisor
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NOTIFICATION OF RESIGNATION (Faculty)

<input type="checkbox"/>	<ul style="list-style-type: none"> ❖ 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 Office of Provost in Academic Affairs
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PART 1 a: ACADEMIC AFFAIRS

<input type="checkbox"/>	<ul style="list-style-type: none"> ❖ 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
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PART 1 b: OFFICE OF HUMAN RESOURCES (OHR)

	OHR (1) provides Off-Boarding checklist to supervisor and (2) schedules an exit meeting with the employee
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PART 2: SUPERVISOR'S RESPONSIBILITIES

	<ul style="list-style-type: none"> ❖ Supervisor receives employee resignation ❖ Supervisor accepts resignation in writing to employee and confirms last work day ❖ Supervisor forwards copy of resignation letter to OHR ❖ Supervisor returns separating employee's parking permit to campus police traffic office
	Notify departments listed below, via campus e-mail, and include employee's last work day: <ul style="list-style-type: none"> ❖ Office of Human Resources (hr@uncp.edu) ❖ Payroll (payroll@uncp.edu)



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	<ul style="list-style-type: none"> ❖ Accounts Payable (_____) ❖ Auxiliary & Business Services (bravescard.id@uncp.edu) ❖ Library (circ@uncp.edu) ❖ Facilities (fo@uncp.edu) ❖ Police and Public Safety (april.schmitz@uncp.edu) and (police@uncp.edu)
	<p>Response received from applicable parties to advise of any outstanding liabilities:</p> <ul style="list-style-type: none"> ❖ Office of Human Resources ❖ Payroll ❖ Accounts Payable ❖ DoIT ❖ Auxiliary & Business Services (BravesCard) ❖ Library ❖ Facilities (Key Control) ❖ 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...)
	<p>Conduct exit meeting with employee</p> <ul style="list-style-type: none"> ❖ Update of ongoing projects ❖ Finalize employee performance plan (SHRA and EHRA Non-Faculty) ❖ Ensure finalization 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 (Interim appointments or temporary change in duties)
<input type="checkbox"/>	Communicate information regarding employee's departure to department via campus e-mail
PART 3: DEPARTING EMPLOYEE RESPONSIBILITIES	
<input type="checkbox"/>	<p>Return university property to supervisor</p> <ul style="list-style-type: none"> ❖ Office / Building keys ❖ Braves ID Card ❖ Computer Information Technology Equipment ❖ Telecommunications equipment (cell phone, laptop, etc.) ❖ Library materials

