



NORTH CAROLINA'S PUBLIC LIBERAL ARTS UNIVERSITY

Separation checklist for: _____

Date of separation: _____

Each separating employee must complete this form verifying all University property has been accounted for.

✓ (place a check mark in the box beside each item to indicate it is complete. If not applicable, write NA to the left of check box.)

Complete this section with employee

- Employee should complete final time/leave reports online and submit for approval
- Supervisor to approve time/leave reports immediately
- If electronic report is not completed, check with leave coordinator in HR about completion of paper report
- Discuss how to handle voice mail and email (Supervisor may need to contact ITS to reset passwords as needed.)
- University Assets (i.e.: iPads, netbooks, etc.) Items collected: _____
- University keys (for buildings and/or equipment/vehicles)
- Check to ensure all parking and library fines are paid
- Check with Finance to ensure all travel advances are repaid, petty cash is repaid, change funds are re-assigned
- University owned cellular phone
- Pager
- Uniforms turned in to supervisor
- American Express Card to Purchasing
- University Purchasing Card
- University Travel Card
- OneCard
- Does employee have access to other systems (ie: combinations, alarms, outbuildings, etc.)?

Employee Certification

I certify I have accounted for and turned in all equipment, passwords, etc. I understand my final payroll check will not be issued until this form is completed and returned to Human Resources.

Signature _____

Date _____

Supervisor Certification

Employee has complied with all separation requirements

Signature _____

Date _____