Separation Checklist

In the cases of resignation and retirement, both the employee and university have responsibilities to ensure that the employee has the appropriate information, that all outstanding obligations are settled, and that the university complies with all regulatory guidelines. Employees are expected to provide their supervisor a written notice of their resignation from the university. Employees should also verify that all university property is returned, such as:

- Electronic devices returned to immediate supervisor.
- Keys returned to immediate supervisor.
- OneCard returned to immediate supervisor.
- Uniforms returned to immediate supervisor.
- University P-Card(s) returned to immediate supervisor and then forwarded to Joel Knisley (CPO 1423). Please call Joel (232-5121) for card de-activation and/or suspension of reconciler/approver system access.
- University T-Card(s) returned to immediate supervisor and then forwarded to Catherine Mallon (CPO 1422). Please call Catherine (251-6243) for card de-activation and/or suspension of reconciler/approver system access.
- WEX cards should be returned to immediate supervisor and held for use by others.
- All other University credit cards (Lowe’s, Home Depot, AMEX) returned to immediate supervisor and then forwarded to Joel Knisley (CPO 1423). Please call Joel (232-5121) for card de-activation.

Employees should complete their final time/leave report online and submit for approval. Discuss with supervisor how to handle voicemail and email (supervisors may need to contact ITS to reset passwords as needed). Check to ensure all parking/library fines are paid if applicable. Check with Finance to ensure all travel advances/petty cash have been repaid. Please note that failure to return UNC Asheville property upon separation may result in amounts due to the university. Any past due accounts must be processed in accordance with regulatory requirements for state employee debt collections.