



SPA EMPLOYEE'S SEPARATION CHECKLIST

The purpose of this checklist is to assist UNCG employees with the process when they leave the university. Employees leaving the university should be aware of pertinent information, rights and benefits that may affect them.

Please contact the Benefits Office at 4-5009 or visit this website concerning your benefits:
http://web.uncg.edu/hrs/Benefits/Continuation_Benefits/

NOTE: Employees should give at least a (2) two weeks written notice of resignation. It is required that employees will work on their last day of employment (except for retirement).

Yes	N/A	Access Information	Yes	N/A	Work Area
<input type="checkbox"/>	<input type="checkbox"/>	Submit letter of resignation with the effective date to supervisor. ((2) Two weeks minimum preferred)	<input type="checkbox"/>	<input type="checkbox"/>	Make sure work area is organized and remove all personal belongings.
<input type="checkbox"/>	<input type="checkbox"/>	Contact the Benefits Office at 4-5009 or visit this website concerning your benefits: http://web.uncg.edu/hrs/Benefits/Continuation_Benefits/	<input type="checkbox"/>	<input type="checkbox"/>	Give voicemail password to supervisor
<input type="checkbox"/>	<input type="checkbox"/>	Remind supervisor to submit form to close all computer accounts.	<input type="checkbox"/>	<input type="checkbox"/>	Other _____ _____ _____

Yes	N/A	By Last Day of Work	Yes	N/A	By Last Day of Work (continue)
<input type="checkbox"/>	<input type="checkbox"/>	Keys (__office, __building, __desk, __file cabinets, __other _____)	<input type="checkbox"/>	<input type="checkbox"/>	Turn in PDA
<input type="checkbox"/>	<input type="checkbox"/>	Turn in any unused Business Cards	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Laptop <input type="checkbox"/> Signed FA-16 form (supervisor will give to you)
<input type="checkbox"/>	<input type="checkbox"/>	Turn in ID	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Uniforms
<input type="checkbox"/>	<input type="checkbox"/>	Turn in P-Card and sign P-Card transaction report	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Instructions/Laboratory Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Turn in Library Materials/Pay Fees	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Tools
<input type="checkbox"/>	<input type="checkbox"/>	Contact Parking Services (334-5681)	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Media Equipment/Video/Software/etc.
<input type="checkbox"/>	<input type="checkbox"/>	Contact Campus Recreation (334-5924)	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Office Supplies or Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Contact Athletics (334-5952)	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Requisition Books/Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Turn in American Express Card	<input type="checkbox"/>	<input type="checkbox"/>	Turn in Vehicle
<input type="checkbox"/>	<input type="checkbox"/>	Turn in Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	<input type="checkbox"/>	Turn in Beeper	<input type="checkbox"/>	<input type="checkbox"/>	Other _____