



### SHRA Employee 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 336-334-5009 or visit this website concerning your benefits:  
<https://hrs.uncg.edu/benefits/>

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

SHRA Employee Name \_\_\_\_\_ Exit Date \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Department \_\_\_\_\_

YES	N/A	Employee	Completed (Name/Date)
		Submit letter of resignation with effective date to supervisor. (Two-weeks minimum preferred)	
		Call UNCG HR for benefits information: <a href="https://hrs.uncg.edu/benefits/">https://hrs.uncg.edu/benefits/</a> 336-334-5009	
		<b>By The Last Day of Work:</b>	
		Turn in Parking Pass	
		Turn in Computer/Laptop, IPad, etc.	
		Turn in UNCG Spartan Card	
		Turn in Keys to office, file cabinets, building, etc	
		Turn in other assets, cell phone, uniforms, etc.	
		Turn in P-card (purchasing card)	
		Update forwarding address on UNCG Genie	

		Turn in unused Business Cards	
		Complete Exit Interview online via HR	
		Other _____	

YES	N/A	Supervisor	Completed (Name/Date)
		Return keys to Facilities Operations (fees may be assessed)	
		Return Parking Pass to Parking Office	
		Destroy and dispose of Spartan ID Card	
		Forward paperwork (EPAF) to HR, other offices	
		Contact your manager and HR regarding the vacant position	

Please submit this form to the Human Resources Office upon completion.