

Leaving UNC: Employee Exit Checklist

(To be completed by School/Division HR Office and employee)

Employee Name:

Reason for Departure:

PID:

Department Name:

Date of Hire:

Date of Exit:

The following checklist is provided to assist all UNC-Chapel Hill employees with the exit process. Employees leaving the University should be aware of their benefits and rights. In addition, departing employees have an obligation to return all University property assigned to them and to settle any outstanding accounts. Please contact your School/Division HR Office if you have any questions during the exit process. (Please note: All items on the checklist may not apply to all employees.)

You should review the “Leaving the University” package before making any decisions.

<i>Employee's Responsibilities</i>	<i>Done</i>	<i>N/A</i>
Provide written notice of departure		
Return keys		
Return UNC OneCard		
Return P-Card		
Return any other University property (laptop, uniforms, lab equipment, etc.)		
Update home address information in online directory if moving		
Settle any miscellaneous debts or fines		
Contact department parking coordinator to ensure permit is cancelled		
Decide what actions to take regarding benefits termination or continuation and initiate necessary requirements within stated deadlines		
Exit Interview Questionnaire completed and submitted via a method below: <ul style="list-style-type: none"> ▪ Online Exit Interview Questionnaire ▪ Print version of Exit Interview Questionnaire available for download at hr.unc.edu/employees/emr/exit-interview-program Complete and mail print version to: Employee and Management Relations 104 Airport Drive, CB 1045 Chapel Hill, NC 27599-1045 ▪ In-person interview: To schedule, contact emr@unc.edu or 919.843.3444 		

Leaving UNC-Chapel Hill: Employee Exit Checklist (continued)

<i>HR Representative's Responsibilities</i>	Done	N/A
Initiate termination workflow in ConnectCarolina		
Ensure keys are returned		
Ensure UNC OneCard is returned		
Ensure P-Card is returned		
Ensure exiting employee has contacted Benefits		
Ensure all other University property (laptop, uniforms, lab equipment, etc.) has been collected. List all items returned:		
Remove employee's name from authorized signature lists		
Ensure access to University systems and data is removed, if appropriate: <ul style="list-style-type: none"> ▪ ARC Request Form submitted to terminate access to University systems ▪ ServiceNow ticket (Employee Access Removal) submitted to terminate access to departmental systems, network servers, etc. ▪ Ensure access is removed from vendor or other units' departmental systems 		
Audit leave balances (vacation, sick, bonus, compensatory time)		
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