 **SUPERVISOR’S SEPARATION CHECKLIST**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Separation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Separation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check off when completed and Include with Separation Personnel Action Recommendation form.

\_\_\_ 1. Notify HR Division of employee’s impending leave or resignation via e-mail no later than 24 hours of knowledge/employee notification.

[ ] Include notification to HR if employee is transferring to another state agency/univ./comm. college/ school system

\_\_\_ 2. Review Employee’s leave quota balances in BEACON. Is Payroll check sufficient to cover excess leave taken? [ ] YES ☺ [ ] NO ☹ (If NO then contact NCDOL-HR. NCDOL HR will contact NCDOL-Payroll.)

\_\_\_ 3. Make arrangements for accounting of and return of any departmental/state property.

[ ] Keys (office, desk, etc.)

[ ] Department/Division building security card and/or ID Cards

[ ] Telephone Equipment (including pager, cell phone, telephone credit card, etc.)

[ ] Computer Equipment

[ ] Procurement Cards (VISA Cards, etc.)

[ ] State Vehicle (complete FM-30 to cancel permanently assigned vehicle)

[ ] Uniforms

[ ] Transponder – Fee will be deducted from final paycheck if parking transponder is not collected.

[  ] Library - Employee has returned all books and materials. (Email confirmation from Librarian required) Fee will be deducted from final paycheck if books or other materials are not returned.

Access to building(s) and secured facilities will be terminated/deactivated at the end of last workday.

\_\_\_ 4. Final Performance Evaluation, (not required if this is a retirement separation).

\_\_\_ 5. Passwords & Accounts

 Voice Mail – (disable voicemail; phone extension name change)

 Computer – [ ] NCID [ ] E-Mail [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ 6. Teleworking and Home Based Staff checklist of equipment, furniture, etc. returned to Supervisor attached to this checklist?

\_\_\_ 7. Review and Approve Employee’s final time entries.

\_\_\_ 8. Personnel Action Recommendation (PAR) – send completed paperwork through appropriate supervisory chain no later than 3 days after last day of work.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

*Original-HR*

*Copy- Bureau/Division*