

EPA EMPLOYEE SEPARATION CHECKLIST

To be completed by separating EPA employee and his/her supervisor prior to the effective date of termination.
The supervisor should then send the completed checklist to the EPA Personnel Office for the separating employee's personnel file.

Employee: _____

Supervisor: _____

EMPLOYEE	Completed (√)	Employee's initials	Date completed
Provide forwarding address to the Office of the Provost/EPA Personnel Office (for forwarding of W2)			
Return Campus Parking Pass to Parking Services			
Turn in final time sheets to supervisor (if applicable)			
Turn in access codes for voicemail and computer passwords to supervisor			
Turn in UNCG FirstCard to supervisor			
Return all remaining UNCG assets (cell phone, laptop, etc.)			
Separating employees engaged in research activities during the course of employment must contact the Office of Research Services to review research agreements, patents, intellectual property procedures, etc.			
Would you like to donate extra leave to the Voluntary Shared Leave Program?	Yes___ No___		
SUPERVISOR	Completed (√)	Supervisor's initials	Date completed
Collect long distance access code and submit request to Telephone Services to cancel/change			
Collect all remaining UNCG assets			
Forward paperwork to the appropriate Personnel Office			
Deactivate computer and security accesses and email account (call 6-TECH)			
Collect keys to UNCG facilities			
Notify employee of option to schedule an exit interview with HRS			
Destroy and dispose of employee's UNCG FirstCard			
Ensure that employee has no outstanding personal telephone use fees			