

HR Facilitator Checklist for Employee Separation

HR Facilitator: Please use this checklist as a guide when an employee separates employment for any reason (i.e., resignation, termination, transfer, or retirement). Completion of the checklist in a timely manner will ensure proper removal from secured employment systems.

Name of Separating Employee: _____ Last Workday: _____

Contact Doug Taber to ensure employee's name is removed from electronic display on telephone. (962-5316 or drtaber@northcarolina.edu)	<input type="checkbox"/> Yes
Contact Priscilla Smothers (843-5164) to ensure telephone voicemail is disabled.	<input type="checkbox"/> Yes
Contact Doug Taber to have employee name removed from staff directories.	<input type="checkbox"/> Yes
Contact Doug Taber to ensure email is disabled.	<input type="checkbox"/> Yes
Contact Kathy Schoenhut (962-1000) at front desk to remove employee name from main telephone list.	<input type="checkbox"/> Yes