

**INFORMATION TECHNOLOGY SERVICES
SUPERVISOR'S EXITING EMPLOYEE CHECKLIST
For Permanent Employees**

Employee Name: _____

Supervisor: _____

Termination Date: _____

Supervisor Responsibilities:

Notifications:

- Send SHRA/EHRA employee resignation letter (*if applicable*) to the ITS Human Resources Office. **Paperwork for a termination is no different than a voluntary resignation.**
- Submit remedy ticket to Internal Support to collect on-campus and off-campus equipment. It is the supervisor's responsibility to collect off-campus equipment from exiting employee. **Copies of Off-Campus Use Agreements can be obtained from the front desk at ITS Franklin.**
- If this employee was responsible for division's web editing/maintenance, notify ITS Web Services at itsweb@listserv.unc.edu that this employee is exiting and who their replacement will be.
- Cancel office phone lines and voicemail services by submitting and RF-1 form with requested terminations to Steve Haring.

Collect Equipment and Keys:

- Collect cell phones, pagers, etc. and return to Steve Haring at the ITS Procurement Services. **If items are being transferred to a new employee, please notify Steve Haring.**
- Ensure employee returns all ITS keys to the front desk at ITS Franklin or Steve Haring at ITS Manning. The employee's signature is required for the key return form.
- Collect ITS-issued Duo key and return to Software Acquisitions.
- Collect ITS-issued Yubikey and return to Celeste Copeland.
- Collect UNC One Card. Please note, if the employee is going to another UNC Dept., they can keep the card and continue to use it. If the employee is leaving UNC, collect the One Card and return it to the ITS HR Office with this signed form.
- Diners Club Card. If the employee is going to another UNC Dept., they can keep the card and continue to use it. If the employee is leaving UNC, collect the card, cut it in half one time and return it to Beverly Gibson, AOB, Campus Box 1230.
- Collect P-Cards and return to Steve Haring at ITS Procurement Services.

Discussion with Employee:

- Ensure employee completes time in TIM and approves their timecard. Manager approves timecard, where applicable. **This will have an impact on final payout/transfer of leave.**
- UNC Parking Permit – employee is responsible for returning permit to Department of Public Safety for reimbursement, if any.

Departmental Resources:

- ITS Parking - Contact Kelsey Green at 445-9396 or Kelsey.Green@unc.edu
- ITS Internal Support - Call 962-HELP
- ITS Business Office Support – Steve Haring at srharing@email.unc.edu
- ITS Human Resources:
 - Lisa Lipscomb (HR Manager) – 445-9399 or Lisa.Lipscomb@unc.edu
 - Denis DesHarnais (HR Specialist) – 962-3492 or Denis.Desharnais@unc.edu

Employee Signature

Date

Supervisor Signature

Date