

UNC General Administration  
**Separation from Employment**

Please complete form and submit to HR upon receipt of resignation notice from employee.

Please indicate employment status:

- |  |   |
|--|---|
| <input type="radio"/> Permanent EPA Employee | <input type="radio"/> Permanent time limited EPA Employee |
| <input type="radio"/> Permanent SPA Employee | <input type="radio"/> Permanent time limited SPA Employee |
| <input type="radio"/> Temporary EPA Employee | <input type="radio"/> Interim EPA                         |
| <input type="radio"/> Temporary SPA Employee | <input type="radio"/> Interim SPA                         |
| <input type="radio"/> Student Assistant      |   |

Comments:

Employee Name:

Reason for separation:

Effective date of separation:

Date of last work day:

Division:

Department:

Resignation letter attached?  
**(not required for temporary employees or student assistants)**

Yes  
 No

If no, please explain:

Is the employee due any of the following:  
**(equal time off, holiday pay, holiday exchange)**

Yes  
 No

If yes, which items and how much?

Does the employee owe any of the following:  
**(adverse weather make-up time, holiday exchange, advanced vacation/sick leave)**

Yes  
 No

If yes, which items and how much?

Was employee a Supervisor?

Yes  
 No

If yes, Supervisory duties will be transferred to?

Disposition of final pay check: ( **Note:** final pay check is not directly deposited. The department provides final pay check to the separating employee. Identify department if different from above.)

Address for W2 purposes:

Supervisor's Name:

Supervisor Signature

Date

**To be completed by UNC GA Human Resources:**

Employee's SSN  Position Number  Position Title

Salary Source  Longevity Due?  Yes  No

**REFER TO MANAGER/SUPERVISOR EMPLOYEE SEPARATION CHECKLIST FOR ADDITIONAL INFORMATION & PROCESSES ON THE HR WEBSITE**

Distribution:  
Gayle\_\_\_\_ Robbie\_\_\_\_ Kris\_\_\_\_ Diane\_\_\_\_ Beth\_\_\_\_