Sciences Separation/Transfer Form - EHRA, SHRA, and Post Doc Employees Only

INSTRUCTIONS: Report immediately upon receipt of separation document (i.e. resignation letter)

To begin the off-boarding process, notify COS HR as soon as you are aware of an employee's separation. This notification should come in the form of a resignation letter/email, discontinuation letter, or proof of last day worked. Send notification via email to COS_HumanResources@ncsu.edu.
Submit **TEARS request form** (#8) when the person has effort on a Sponsored Research Project (L-5 project ID).

(1) Separation Document/s
INSTRUCTIONS: Send this completed form, along with the required items from section 2, within a month of the last day worked to COS_HumanResources@ncsu.edu.

Last Working Day/ Last Day to be Paid:	Department Name:
Separated Employee Name:	Separated Employee's ID:
Job Title:	
Voluntary Separation Select Reason Below	**Involuntary Separation** Select Reason Below

(2) Required Items
INSTRUCTIONS: Required to be completed prior to employee's last day of work.

Asset & System Tracking Checklist: To be completed for applicable systems and sent to COS HR for personnel file. This form documents all assets (keys, access cards, computers, credit cards, microscopes, equipment, phones, vehicles, uniforms, etc) **AND** assigned system access permissions. **NOTE**: Included in the Asset & System Tracking checklist is a reminder to seactivate SAR Role/s. **Business Officers must deactivate separated employee SAR Role/s at the department level (DO NOT MARK COMPLETE UNTIL SAR ROLE DEACTIVATED).**
Knowledge Transfer Plan: Complete with the employee and sent to COS HR for personnel file
Was Research Administration notified of separation/transfer?   YES   NO
Research Disposition Plan (if involved in research) (if applicable): Contact the COS Research Office at cos_research@ncsu.edu or call 919- 515-7865

(3) Important Reminders
INSTRUCTIONS: Review/Complete the following reminders prior to the employee's last day of work.

IT Departure Checklist Applies to all College of Sciences employees. This checklist will assist with delegating emails, google drive, and calendar ownership
Redistribution on Employee Leave Payout If applicable, leave will be paid out from the same account/s & distribution/s as the current salary distribution. The Department Business Officer will need to process a redistribution in the month following a termination if balances should be paid from a different account, moving important electronic files, etc.
Review Leave Payout rules with separating employee ❖ Leave payout is not applicable if the employee is transferring within NCSU   ❖ The amount paid to an EHRA employee (excluding Postdocs) who has been employed an aggregate of 24 months or less by one or more State or local governmental agencies is equal to one day for each month worked less the number of days of annual leave taken during the employment period
Wolftime Pending Time and Leave Approvals Supervisor must approve all pending time entries and leave requests in the Wolftime System prior to the employee's last day of work
Off-boarding Guide Resource for Supervisor/Department *(to be completed by the supervisor)*
Separating Employee Guide Resource for the Departing Employee *(to be completed by the employee)*
Internal Transfer Guide Resource for both the transferring employee & the receiving / departing departments

(4) Position Information

Position #:	Will Position be Recruited/Filled within 12 months:		Abolish Position?	
	Yes	No	Yes	No