Entry/Exit Process

Entry – New Employee Entry Checklist

This form applies to faculty, non-faculty EHRA, and staff, and should be completed within 30 days of entry into the department. Supervisors should utilize the New Employee Entry Checklist to ensure that proper processes have been followed when an employee joins the department, whether they are new hires or transfers from other departments within ECU. Once completed, the supervisor and employee should sign the form, which should be maintained in the employee’s departmental file.

Supervisors can utilize the following chart to determine which sections of the form are applicable.

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Applicable Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Employee Information</td>
</tr>
<tr>
<td>Non-faculty</td>
<td>All Employees</td>
</tr>
<tr>
<td>EHRA</td>
<td>EHRA Employees only</td>
</tr>
<tr>
<td>SHRA/CSS</td>
<td>Employee Information</td>
</tr>
<tr>
<td></td>
<td>All Employees</td>
</tr>
<tr>
<td></td>
<td>SHRA/CSS Employees only</td>
</tr>
</tbody>
</table>

Supervisors have the flexibility to delete, mark “not applicable”, and/or add to the entry checklist as appropriate based on the department.

Exit – Employee Exit Checklist

This form applies to faculty, non-faculty EHRA, and staff and should be completed prior to the employee’s last day worked and submitted to the appropriate division office or Human Resources as soon as possible after the employee has left the department. The purpose of this form is to ensure that all processes have been completed before/upon the employee’s exit from the department, and that the employee has returned all departmental, ECU and/or state property.

Supervisors can utilize the following chart to determine which sections of the form are applicable.
<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Exit Type</th>
<th>Applicable Sections</th>
</tr>
</thead>
</table>
| Faculty Non-faculty EHRA | Transferring     | Employee Information  
 |               |                   | Transferring and Separating Employees  
 |               |                   | EHRA Employees only  |
|               | Leaving the University | Employee Information  
 |               |                   | Transferring and Separating Employees  
 |               |                   | Separating Employees only  
 |               |                   | EHRA Employees only  |
| SHRA/CSS      | Transferring     | Employee Information  
 |               |                   | Transferring and Separating Employees  
 |               |                   | SHRA/CSS Employees only  |
|               | Leaving the University | Employee Information  
 |               |                   | Transferring and Separating Employees  
 |               |                   | Separating Employees only  
 |               |                   | SHRA/CSS Employees only  |

Once completed, the Employee Exit Checklist and all attached documents should be forwarded to the appropriate Division Office (for faculty/non-faculty EHRA) or to Human Resources (for SHRA/CSS).

**PROcedures:**

1. **Transferring Employee** – an employee transferring to a new department at ECU

   **Supervisor**

   a. Notify the Employee Relations Consultant of the employee’s departmental transfer as soon as possible.

   Sara Lilley (East Campus)
   
   328-9886
   
   lilleys@ecu.edu

   Jeff Buck (West Campus)
   
   328-9844
   
   buckje14@ecu.edu

   b. Schedule an appointment for the transferring employee with the Employee Relations Consultant.

   c. Give a copy of the Transferring Employee Exit Interview Questionnaire to the transferring employee and have him/her bring the completed form to the transferring exit interview with the Employee Relations Consultant.

   d. Complete the Employee Exit Checklist and Property Assignment Form and submit to the appropriate Division Office or Human Resources, as appropriate.

   e. Forward the final evaluation and original leave record to the transferring employee’s new supervisor. (SHRA/CSS only)
**Employee**

a. Complete the Transferring Employee Exit Interview Questionnaire.
b. Bring the completed questionnaire to the appointment with the Employee Relations Specialist.
c. Ensure you have turned in all department property and/or ECU property as may be appropriate.

2. **Exiting Employee** – an employee exiting/leaving ECU

**Supervisor**

a. Notify the Employee Relations Consultant of an employee’s resignation/termination as soon as possible.

Sara Lilley (East Campus)
328-9886
lilleys@ecu.edu

Jeff Buck (West Campus)
328-9844
buckje14@ecu.edu

b. Schedule an appointment for the exiting employee with the Employee Relations Consultant.

c. Give a copy of the Exiting Employee Exit Interview Questionnaire to the exiting employee and have him/her bring the completed form to the exit interview with the Employee Relations Consultant.

d. Complete the Employee Exit Checklist and Property Assignment Form.

e. Attach the final evaluation, original leave form, resignation or dismissal letter, and Property Assignment Form to the Employee Exit checklist and forward to the appropriate Division Office or Human Resources, as appropriate.

f. Complete the Termination Form via Pirate Port.

g. Scan the leave record and email to IPS as indicated on the Termination Form.

**Employee**

a. Complete the Exiting Employee Exit Interview Questionnaire.
b. Bring the completed questionnaire to the appointment with the Employee Relations Consultant.
c. Ensure you have turned in all university property (including your parking permit to Parking & Transportation Services).