

Entry/Exit Process

Entry – New Employee Entry Checklist

This form applies to faculty, non-faculty EPA, 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.

Employee Type	Applicable Sections
Faculty Non-faculty EPA	Employee Information All Employees EPA Employees only
SPA/CSS	Employee information All Employees SPA/CSS Employees only

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 EPA, 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.

Employee Type	Exit Type	Applicable Sections
Faculty Non-faculty EPA	Transferring	Employee Information Transferring and Separating Employees EPA Employees only
	Leaving the University	Employee Information Transferring and Separating Employees Separating Employees only EPA Employees only
SPA/CSS	Transferring	Employee information Transferring and Separating Employees SPA/CSS Employees only
	Leaving the University	Employee Information Transferring and Separating Employees Separating Employees only SPA/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 EPA) or to Human Resources (for SPA/CSS).

PROCEDURES:

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

Supervisor

- a. Notify the Employee Relations Specialist of the employee's departmental transfer as soon as possible.

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

Gwen Green (West Campus)
328-9844
greeng@ecu.edu

- b. Schedule an appointment for the transferring employee with the Employee Relations Specialist.
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 Specialist.
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. (SPA/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 Specialist of an employee's resignation/termination as soon as possible.

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

Gwen Green (West Campus)
328-9844
greeng@ecu.edu

- b. Schedule an appointment for the exiting employee with the Employee Relations Specialist.
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 Specialist.
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 OneStop.

- 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 Specialist.
- c. Ensure you have turned in all university property (including your parking permit to Parking & Transportation Services).