
Departmental/divisional personnel staff processing personnel actions may complete this form and keep it in the departmental personnel file for the employee.

Effective Date of Separation _____

Separating Employee's Name _____

Employee ID _____

College / Department _____

For all EPA and SPA 12-month employees, the following documents **must** be sent to HRIM:

- Letter of Resignation / Retirement (does not apply to contract expirations)
- Signed current year leave records
- December Monthly Breakdowns (last 5 years)
- Completed Annual and Bonus Leave Payment Authorization form
- Annual Appraisals (last 3 years) - SPA only

For all 9-month contract employees, the following documents **must** be sent to HRIM:

- Letter of Resignation / Retirement
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Additional Resources:

- Separation Clearance Checklist
www.ncsu.edu/human_resources/forms/er/separation_clearance.pdf
- Asset Tracking Form
www.ncsu.edu/hr/forms/er/astrack.pdf