

Office of Human Resources



APPALACHIAN STATE UNIVERSITY

Separation Checklist for Employees (EHRA Non-Faculty and SHRA)

Employee's Responsibilities:
Submit resignation letter to Supervisor
Contact HR Benefits to review changes to your benefits, including termination of applicable benefits.
Keep your address up to date. Failure to update your forwarding address may result in a delay of receiving your W-2 or 1095C form in January.
Complete your online time sheet on your last day. Failure to submit an electronic time sheet on or before your last day will result in a manual check request and will delay your payment.
Discuss the status of your work assignments and any pertinent information with your supervisor
Return all University-owned property (i.e. keys, cell phones, laptops, uniform, P-Card, etc.).
Remove all personal items from office or workspace
Update phone message, website contacts, etc.
We encourage you to complete our Employee Exit Survey which can be found at <ul style="list-style-type: none">• EHRA Non-Faculty Exit Survey• SHRA Exit Survey