Termination Procedures

Ending Employment
When a Student Assistant is no longer working for a University Library department, the supervisor will need to notify the Library Personnel Office (preferably via e-mail) of the employee’s last day of work (mm/dd/yyyy). The e-mail will be used as documentation that the Student Assistant is no longer working for the University Library.

Request Mailing Addresses for Final Checks
When an employee terminates, please make sure to request that Student Assistants provide the Library Personnel Office with instructions for handling their final payment. Student Assistants should be made aware that final payments may be in the form of a physical check even if direct deposit was previously authorized.

Student Assistants should choose one of the following methods for handling their final payment:

1) The student can PICK-UP their paycheck from the Library Personnel Office.

2) The student can provide the Library Personnel Office with their mailing address so that their paycheck can be mailed.

Update Mailing Addresses for W-2s
The address used for the mailing of wage and tax statements is the address shown in the Campus Directory. It is very important that employees update their mailing address if there is a change, even if the employee no longer works for the University Library and they are expecting a W-2 in January. To update a mailing address, an employee can go to http://connectcarolina.unc.edu/, select “Login to Student Center” and click on “Update Personal Information.”

Release of Employment Information
Each Student Assistant who wishes to authorize the University Library to provide an employment reference for them should complete a Release of Employment Information Form and return it to the Library Personnel Office (213 Davis, CB# 3932). Completed forms will be placed in the employee’s personnel files.