



## Termination Procedures

### Ending Employment

When a Research 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 Research Assistant is no longer working for the University Library.

### Final Checks

Final payments are now being processed via direct deposit in the Connect Carolina system.

### 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 Research 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 file.