SUNY Cortland Employee Separation Checklist

Name:_____ Title:_____

Supervisor/Chair:_____ Last Day on Campus: _____

The separation process should begin when resignation of employment is communicated. This checklist is intended to help guide for the end-of-employment transition. Please complete this form.

<u>Please make sure the following has been completed (if not applicable, please write N/A next to the checkbox).</u>

☐ Schedule an appointment with the Benefits Administrator   ☐ Final timesheet/leave submitted in TAS
    (Human Resources, ext. 2302)   (For assistance contact Payroll, ext. 2405)

☐ Privileges Account satisfied (ASC, ext. 2430)   ☐ Monies outstanding/fines due (Library, UPD)

☐ Exit Survey Completed   ☐ Transition Meeting with Supervisor/Chair
    (Human Resources, ext. 2522)   (Conclude/transfer any work/projects)

☐   Purchase/Travel Card-reconciled and signed appropriately and returned (Purchasing, Miller Bldg. ext. 2305)

<u>Return College property to the appropriate location as outlined below (if not applicable please write in N/A).</u>

Item:	Location:	Initial of person returned to:
☐ Keys	Customer Service, 753-2100 (Please call for key drop off)	_____
☐ SUNY ID	ASC, Neubig Hall	_____
☐ Library Books/Materials	Library	_____
☐ Laptops/Tablets/etc.	Department Supervisor/Chair	_____
☐ Emergency Access Card	HR, Miller Bldg. Room 309	_____
☐ Cell Phone	Purchasing, Miller Bldg. Room 309	_____

<u>Please make sure the following has been completed (if not applicable, please write N/A next to the check box).</u> For further work space closing details go to: http://www2.cortland.edu/dotAsset/2268c304-bcd6-401b-99b0-6bb76cafc371.pdf If you are unsure what you are responsible for when leaving a workspace, please discuss with your supervisor.

☐ Work space(s)/office space(s)/Library carrels, etc., cleared of all personal property.

☐ Grant equipment and supplies transferred/reconciled with the appropriate grant facilitator (ASC, Research Foundation, etc.)

☐ Lab/classroom/work station/supply closets/studio, etc. supplies identified and inventoried. This includes college/grant supplies, chemicals, hazardous materials, etc.

☐ Lab space "closed out" through the department chair/supervisor and Environmental Health and Safety. This can include lab/research/teaching space/studio/supply closets, etc.

_____   _____

Employee's Signature   *Date*

_____   _____

Supervisor/Chair Signature   *Date*

Cc: Human Resources