

APPENDIX 2

EMPLOYEE SEPARATION SIGN-OFF FORM

Instructions: Signatures to be secured by separating employee from the following areas prior to the employee's last day. An employee's final paycheck will be processed after all signatures are obtained and this form is submitted to the Human Resources Office (Shepard Hall, Room 50) on the employee's last day on campus. Human Resources will be the last signatory.

Employee Name: _____	Title: _____
Employee CCNY Email Address: _____	CUNYfirst Empl. ID: _____
Supervisor Name: _____	Last Day on Campus: _____
Department/Office: _____	Separation Date (if different): _____
Transferring to another CUNY Campus: _____	Name of Campus: _____

<u>Signature</u>	<u>Date</u>
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Immediate Supervisor

Ensure required assignments are completed prior to employee's last day

Approve final timesheet(s); contact Time and Leave Team/HR to determine if there are any missing timesheets

Cancel access to any electronic systems maintained within department/unit

Indicate any keys to be returned to Facilities (Compton-Goethals Building Room CG04) (Yes ☐ or No ☐

Property Management (MR, Room 1310)

Collect all equipment belonging to the College

Information Technology (NAC, Room 4/225)

Direct all system access personnel to remove employee access

Security (NAC, Room 4/201)

Collect the employee's ID, building access card and parking permit

Human Resources (Shepard Hall, Room 50)

Conduct exit interview

Inform employee of benefit continuation rights and responsibilities

Secure final timesheet and initiate payroll termination process

APPENDIX 3
EMPLOYEE OFF-BOARDING CHECKLIST

(Including Affiliates and Research Foundation)

Employee Name: _____

Resignation Effective Date: _____

Department: _____

Manager's Name and Title: _____

Last Day of Work on Campus: _____

The following items must be submitted to the department designee prior to the employee's last day on campus:

- ☐ Letter of Resignation
- ☐ Employee CCNY ID/Badges
- ☐ Keys (i.e., office, labs etc.)
- ☐ Access/swipe card(s)
- ☐ Travel/purchasing card(s)
- ☐ Outstanding expense reimbursements
- ☐ College property/equipment (e.g., cell phone, iPad, laptop)
 - _____
 - _____
 - _____

Additionally, the following actions must be completed by the employee prior to the last day on campus:

- ☐ Return files and/or documents to the department designee
- ☐ Schedule Exit Interview with a Human Resources representative
- ☐ Consult with College Benefits Officer for benefits inquiries (e.g., retirement, health insurance, COBRA etc.)
- ☐ Submit final timesheets to timekeeper in order to confirm balance of remaining vacation days
- ☐ Submit completed Employee Separation Sign-Off Form for signatures, and hand in to Human Resources
- ☐ Clear voicemail and telephone access
- ☐ Update and/or confirm current contact information
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

Employee Signature Date

Signature of Department Head Date

**The employee, as well as the Department Head, must sign this document to verify that all property has been turned in.*