

## SUNY Cortland Supervisor/Chair Separation Checklist

Supervisor/Chair: \_\_\_\_\_ Title: \_\_\_\_\_

Separating Employee: \_\_\_\_\_ 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 and send a copy to Human Resources.

- Submit an email to [HR@cortland.edu](mailto:HR@cortland.edu) with the employee name, title, department and separation date.
- Please visit the following link for information in reference to closing out work/lab/studio/supply spaces on campus: <http://www2.cortland.edu/dotAsset/2268c304-bcd6-401b-99b0-6bb76cafc371.pdf>
- Confirm that lab/classroom/work station/closet/studio supplies, etc. are identified and inventoried. This includes College/grant supplies, chemicals, hazardous materials, etc.
- Notify staff/faculty of the employment separation appropriately.
- Schedule a transition meeting with the separating employee to transfer knowledge before the employee departs, including but not limited to, on-going project work, process documentation, location of both electronic and physical files and any other information that may be needed.
- Contact Human Resources regarding interim assignments, temporary changes in workload, etc. to cover any periods of absence. Please review the SUNY Cortland [Extra Service/Also Receives Policy](#).
- Transition Plan: equally important to remaining employees is the fair and effective transfer of the workload for which the departing employee was responsible. An orderly but comprehensive work transition plan is critical and will need to be communicated to the department, co-workers and campus colleagues.
- Collect department property. (Computer equip., laptop, tablet, department cell phone assigned, etc.) Please email Campus Technology at [TheHelpCenter@cortland.edu](mailto:TheHelpCenter@cortland.edu) with the employee name, title, department and separation date, to initiate data security protocols.
- Verify if the employee separating has a signature stamp and has been properly disposed
- Verify purchase card/travel card activity has been reconciled and signed appropriately
- If applicable: Supervisor will need to contact ASC (ext. 5668) and remove employee name from agency account, if the separating employee is an approved signer
- Review the employee's separation checklist for completion and signature. Keep a copy for your records.
- Make sure the employee's work/office space has been cleared of all personal property.
- Ensure that lab space has been "closed out" properly with the employee and Environmental Health and Safety.
- Approve and submit final timesheet/leave in TAS.

\_\_\_\_\_  
*Supervisor/Chair Signature*

\_\_\_\_\_  
*Date*

Cc: Human Resources