

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.

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

- | | |
|--|--|
| ☐ Schedule an appointment with the Benefits Administrator
(Human Resources, ext. 2302) | ☐ Final timesheet/leave submitted in TAS
(For assistance contact Payroll, ext. 2405) |
| ☐ Privileges Account satisfied (CAS, ext. 2430) | ☐ Monies outstanding/fines due (Library, UPD) |
| ☐ Exit Survey Completed
(Human Resources, ext. 2522) | ☐ Transition Meeting with Supervisor/Chair
(Conclude/transfer any work/projects) |
- ☐ Purchase/Travel Card-reconciled and signed appropriately and returned (Purchasing, Miller Bldg. ext. 2305)

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

Item:	Location:	Initial of person returned to:
☐ Keys	Customer Service, 753-2100 (Please call for key drop off)	_____
☐ SUNY ID	CAS, Winchell Hall	_____
☐ Library Books/Materials	Library	_____
☐ Laptops/Tablets/etc.	Department Supervisor/Chair	_____
☐ Cell Phone	Purchasing, Miller Bldg. Room 310	_____

Please make sure the following has been completed (if not applicable, please write N/A next to the check box). For further work space closing details go to: [210.06 Resignation and Separation Policy](#). 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 (CAS, 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
(Rev.9.2026)