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

☐

Cancel access to any electronic systems maintained within department/unit

☐

Collect college equipment (s) and any other Baruch College devices belonging to the unit

☐

timesheets

☐

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

☐

**Immediate Manager/Supervisor**

**Date**

**Signature**

Secure final timesheet and initiate payroll termination process

☐

Inform employee of benefit continuation rights and responsibilities and give information packet.

☐

feasible)

Advise full-time employee of online Exit Interview and Surveys (Conduct Exit Interview in-person, if

☐

**Human Resources**

Collect the employee’s keys and ID

**Public Safety**

Direct all system access personnel to remove employee access

**BCTC**

or No )

(Yes

Indicate any keys to be returned to Public Safety

**CUNYFirst Empl. ID:**

**Employee Baruch College Email Address:**

**Title:**

**Employee Name:**

*Human Resources will be the last signatory.*

*employee’s last day on campus.*

*is submitted to the Human Resources Office via email at OHRSeparationNotifications@baruch.cuny.edu on the*

*last day. An employee’s final paycheck will be processed/released after all signatures are obtained and this form*

*to the employee’s*

*Instructions: Signatures to be secured by separating employee from the following areas prior*

**EMPLOYEE SEPARATION SIGN-OFF FORM**

**Name of Campus:**

**Transferring to another CUNY Campus:**

**APPENDIX 2**

**Separation Date (if different):**

**Department/Office:**

**Last Day on Campus:**

**Manager/Supervisor Name:**