APPENDIX 2
EMPLOYEE SEPARATION SIGN-OFF FORM

Instructions: Signatures to be secured by separating employee from the following areas <u>prior</u> to the employee's last day. An employee's final paycheck will be processed/released after all signatures are obtained and this form is submitted to the Human Resources Office via email at OHRSeparationNotifications@baruch.cuny.edu on the employee's last day on campus.
Human Resources will be the last signatory.

Employee Name: _____   **Title:** _____

Employee Baruch College Email Address: _____   **CUNYFirst Empl. ID:** _____

Manager/Supervisor Name: _____   **Last Day on Campus:** _____

Department/Office: _____   **Separation Date (if different):** _____

Transferring to another CUNY Campus: _____   **Name of Campus:** _____

	Signature	**Date**

Immediate Manager/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
- ☐ Collect college equipment (s) and any other Baruch College devices belonging to the unit
- ☐ Cancel access to any electronic systems maintained within department/unit
- ☐ Indicate any keys to be returned to Public Safety   (Yes___ or No__)

BCTC   _____   _____
Direct all system access personnel to remove employee access

Public Safety   _____   _____
Collect the employee's keys and ID

Human Resources   _____   _____
- ☐ Advise full-time employee of online Exit Interview and Surveys (Conduct Exit Interview in-person, if feasible)
- ☐ Inform employee of benefit continuation rights and responsibilities and give information packet.
- ☐ Secure final timesheet and initiate payroll termination process