

## Separation from Employment Checklist

Employees separating from service and their supervisors can ensure the timely release of final paychecks and appropriate forwarding of mail, including the W-2 form at the end of the year, by reviewing the following separation checklist and making sure all obligations are satisfied.

- Submit final timesheet/attendance record.
- Provide the Human Resources Office and/or Payroll Office with a forwarding address.
- Pay all outstanding personal bills to the campus (Bookstore, Bursar, Parking Office Telephone Account, Travel Account, etc.).
- Return all borrowed materials and equipment to the appropriate department (i.e., Library, etc.)
- Turn in all departmental materials and equipment (laptops, palm pilots, cell phones, desk keys, locker keys, hand tools, etc.) to your unit head/immediate supervisor.
- Return all office and building keys in accordance with campus procedures.
- Turn in campus issued Identification Card in accordance with campus procedures [Note: some campuses allow retirees to retain their IDs.]
- Contact the Human Resources Office regarding benefit coverage, conversion privileges and deadlines, vesting of retirement and/or health insurance benefits, final paychecks, etc.).
- If not mandatory, but desired, contact the Human Resources Office for an exit interview.
- Unsubscribe from any "listserv" to which subscribed.
- Notify e-mail contacts of new e-mail address, if any, or just advise them that they can no longer reach employee at their former SUNY campus e-mail address [Note: Some campuses allow retirees to retain their e-mail address].
- Clear the cache on their computer and delete all temporary Internet files and logs.
- Return any credit cards issued to them (American Express, Procurement Card) to the appropriate office.