

APPENDIX 1
MANAGER OFF-BOARDING CHECKLIST

Employee: _____ Signature: _____

Last Day of Work: _____ Date form completed: _____

Manager's/Supervisor's Name and Title: _____

Manager's/Supervisor's Signature: _____

This is Baruch College's template for the Off-Boarding process. The Manager/HR Liaisons and/or designees should use this document as a guide when off-boarding an employee.

TO BE COMPLETED BY DIRECT SUPERVISOR/MANAGER/HR LIAISON

- Secure resignation letter from employee or notice of separation (e.g., non-reappointment letter)
 - Notify Human Resources via email at OHRSeparationNotifications@baruch.cuny.edu of the separation or, in cases of employees on related entities payroll, Baruch College Fund Controller or Finance Office, depending on the entity.
- Notify Dean, Vice President or Department Head in writing of employee's departure
- Initiate off-boarding process by sending employee the Employee Separation Form and Employee Off-Boarding Check list posted on OHR website
- HR/ePAF-Form (complete ePAF for part-time time staff only)
- Secure completed Employee Off-Boarding Checklist (Appendix 3)

Cancellation of Memberships, Licenses and Contracts

- Travel/purchasing card/credit card
- Cell phone
- Other

Action Items upon Employee's Departure

- Retrieve Baruch College cell phone, laptop, ipad, and any other Baruch College property
- Retrieve ID card and keys. **Remove card access to buildings and classrooms.**
- Confirm that BCTC has removed employee from email/active directory and any other system
- Arrange for BCTC to re-image computer
- Remove employee mailbox
- Remove employee name from Baruch College website and directory
- Remove nameplate
- Remove employee from department organizational charts