

APPENDIX 3
EMPLOYEE OFF-BOARDING CHECKLIST

(Including related entities payroll)

Employee Name: _____ **Resignation Effective Date:** _____

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

Last Day of Work on Campus: _____

The following items must be submitted to the department designee prior to the employee's last day on campus:

- Letter of Resignation
- Employee Baruch College ID/Badges
- Keys (i.e., office, labs, etc.)
- Travel, credit, and/or purchasing card(s)
- Outstanding expense reimbursements
- College property/equipment (e.g., cell phone, iPad, laptop)
 - o _____
 - o _____
 - o _____

Additionally, the following actions must be completed by the employee prior to the last day on campus:

- Return files and/or documents to the department designee
- For full-time employees, schedule Exit Interview with a Human Resources representative, if feasible, and provide email address for online exit survey
- If needed, consult with College Benefits Officer for benefits inquiries (e.g., retirement, health insurance, COBRA etc.)
- Submit final timesheets to timekeeper in order to confirm balance of remaining vacation days
- Submit completed Employee Separation Sign-Off Form for signatures by scan/email (OHRSeparationNotifications@baruch.cuny.edu) OR hand in to Human Resources
- Clear voicemail and telephone access
- Update and/or confirm current contact information
- Request Retiree email
- Other _____
- Other _____
- Other _____

Employee Signature Date

Signature of Manager/Supervisor Department Head Date

**The employee, as well as the Department Head, must sign this document to verify that all property has been turned in.*