

## APPENDIX 4

### STAFF EXIT – BUSINESS CONTINUITY DESIGNATION FORM (Page 1 of 2)

*Instructions: Please complete the form for all departing employees. Section 2 must be completed to indicate interim or designated staff member for emails, critical functions and access to data files. Scan, and forward via email, the completed form with signatures to BCTC and the Office of Human Resources.*

#### SECTION 1

Name (Last Name, First Name, Middle Initial)	Department	Date

Employment Type (check all that apply)	Title	Empl ID
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Adjunct <input type="checkbox"/> College Assistant		

BARUCH COLLEGE E-mail	Separation Type (check only one)	Effective Date
	<input type="checkbox"/> Dept. Transfer <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Resignation <input type="checkbox"/> Other <input type="checkbox"/> Termination <input type="checkbox"/> Retirement	

<p><b>Administrative Computing</b></p> <p>TSM (Temporary Services)      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>PAP (OTPS)                              <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Job Requisition (HR)                <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Online Directory                        <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>CUNYFirst</b></p> <p>General Ledger, Procurement      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>HCM/Campus Solutions                <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>CRM                                         <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Reporting Financials                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Reporting HR/Campus Solutions      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>EPM</p> <p>Other: _____                        <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>CUNY Portal</b></p> <p><b>Operations Systems</b></p> <p>Email/Active Directory Account      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Web Checkout System                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p><b>Network Access</b></p> <p>VPN Account                              <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Data Center Access                      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Lyris                                         <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Web Panel                                 <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>SIMS-Secure FTP Server                <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><i>If yes, include FTP ID: _____</i></p> <p>RACF: SIMS, SFA, BAS                                         <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><i>If yes, include ID: _____</i></p> <p>College issued Mobile Phone:                                        <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="padding-left: 40px;"><i>If yes, please provide number:</i></p> <p style="padding-left: 40px;">(    ) _____</p>
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**APPENDIX 4 (continued)**

**STAFF EXIT – BUSINESS CONTINUITY DESIGNATION FORM (Page 2 of 2)**

**SECTION 2:** *To be completed, as applicable, for business continuity and designation of interim Staff.*

1. Email Forwarding/Message:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address (Interim Staff): \_\_\_\_\_

Effective Date: \_\_\_\_\_

2. List critical functions/roles performed by departing staff member and the authorized interim staff designee (ex. Procurement approver; signatory for timesheets etc.)

Function 1: \_\_\_\_\_

Designee/Contact Person: \_\_\_\_\_

Function 2: \_\_\_\_\_

Designee/Contact Person: \_\_\_\_\_

Function 3: \_\_\_\_\_

Designee/Contact Person: \_\_\_\_\_

3. List designee or interim staff member for access to data files:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**List of applicable CUNYFirst forms that must be completed for interim staff designee(s):**

1. HCM Access Request Form <pdf>
2. Procurement Access Form <pdf>
3. Procurement P-Cards <pdf>
4. Procurement Travel & Expense <pdf>
5. Financials Reporting Access Request Form <pdf>