

## APPENDIX 5

### SUMMARY OF PROCEDURES

The chart below outlines roles and responsibilities of departments when an employee leaves the college.

Responsible Unit	Responsibilities
<p><b>Department</b></p> <p><b>Department Head, Manager, or Supervisor of employees of related entities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inform HR via email at <a href="mailto:OHRSeparationNotifications@baruch.cuny.edu">OHRSeparationNotifications@baruch.cuny.edu</a> or Manager (or Supervisor of employees in related entities) of employee's departure. In case of staff in related entity, notify Baruch College Fund Controller or Finance Office, depending on the related entity involved.</li> <li><input type="checkbox"/> Initiate staff exit process using Manager Off-Boarding Checklist (Appendix 1).</li> <li><input type="checkbox"/> Provide letter of resignation to HR or, in cases of related entity staff, to BCF Controller or Finance Office.</li> <li><input type="checkbox"/> Ensure required assignments are completed prior to employee departure.</li> <li><input type="checkbox"/> Contact HR (or in cases of related entity staff to BCF Controller or Finance Office, depending on the entity involved) to determine if timesheets are up-to-date and approve final timesheets.</li> <li><input type="checkbox"/> Cancel access to any electronic systems maintained within the Dept./Unit (applicable only to internal departmental systems).</li> <li><input type="checkbox"/> Collect ID card, college properties, and keys and sign-off on Employee Separation Sign-Off Form (Appendix 2).</li> <li><input type="checkbox"/> Collect Baruch College credit, purchase, and travel card(s) and notify the Finance Office to cancel.</li> <li><input type="checkbox"/> Remove employee from organizational chart, website, and directory.</li> </ul>
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate exit process by providing employee and manager (or supervisor of employees in related entities) with appropriate documents and/or links for electronic access to them.</li> <li><input type="checkbox"/> Advise full-time employee of online exit interview process and implement the survey.</li> <li><input type="checkbox"/> Conduct face-to-face exit interview for full-time employee, if feasible.</li> <li><input type="checkbox"/> Inform employee of benefit continuation rights and responsibilities.</li> <li><input type="checkbox"/> Secure final timesheet, calculate outstanding balances, and payout annual leave, as applicable.</li> <li><input type="checkbox"/> Initiate final payroll check process. (In cases of related entities. This function is the responsibility of the BCF Controller or Finance Office, depending on the entity involved.)</li> </ul>
<p><b>Labor Designee</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must be contacted if employee separation is involuntary, problematic, or possibly litigious.</li> </ul>
<p><b>BCTC</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disable network access, email, CUNYFirst roles, and other system access upon notification from Human Resources or manager (or supervisor of employees in related entities).</li> <li><input type="checkbox"/> Update Email/Active Directory</li> <li><input type="checkbox"/> Assign retiree e-mail address for retiring personnel, if requested.</li> <li><input type="checkbox"/> Assign CUNYFirst alternate designee, as applicable.</li> </ul>

<b>Public Safety</b>	<input type="checkbox"/> Collect keys and ID cards during off-business hours. <input type="checkbox"/> Collect parking permits. <input type="checkbox"/> Disable building access card.
<b>Finance</b>	<input type="checkbox"/> Cancel travel, credit cards, and/or purchasing cards upon notification from department or HR. <input type="checkbox"/> Submit the CUNYFirst User Access Form to BCTC to turn off CUNYFirst financial modules, as applicable.
<b>Library</b>	<input type="checkbox"/> Ensure the return of outstanding books and payments of any outstanding dues upon notification from Human Resources or Manager (or Supervisor of employees of related entities).
<b>Property Management</b>	<input type="checkbox"/> Ensure that the college property assigned to the staff member is collected.
<b>Facilities</b>	<input type="checkbox"/> Review office space/work station for any cleaning, repairs, and/or painting needs.