

# Baruch College

## Off-Boarding Toolkit

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### **OVERVIEW: The Purpose and Scope of this Toolkit**

Employee separation from the college can prove to be somewhat challenging for not only the employee, but also the College, since this process requires a coordinated effort amongst various departments. Thus, in the spirit of ensuring compliance with CUNY policies and protecting the interests of Baruch College, while also ensuring a standard procedure when an employee separates, this document serves as an Off-Boarding Toolkit. This Off-Boarding Toolkit provides guidance to managers (or supervisors of employees in related entities) regarding the required procedures that will ensure the efficacious separation of an employee from the College. In addition, this Toolkit contains procedures and materials that afford all employees leaving the College an opportunity to share constructive feedback about their work experience at the College.

The procedures herein apply to all faculty and staff members (both full time and part time, as well as students), including affiliates, Research Foundation employees, and other entities at the College.

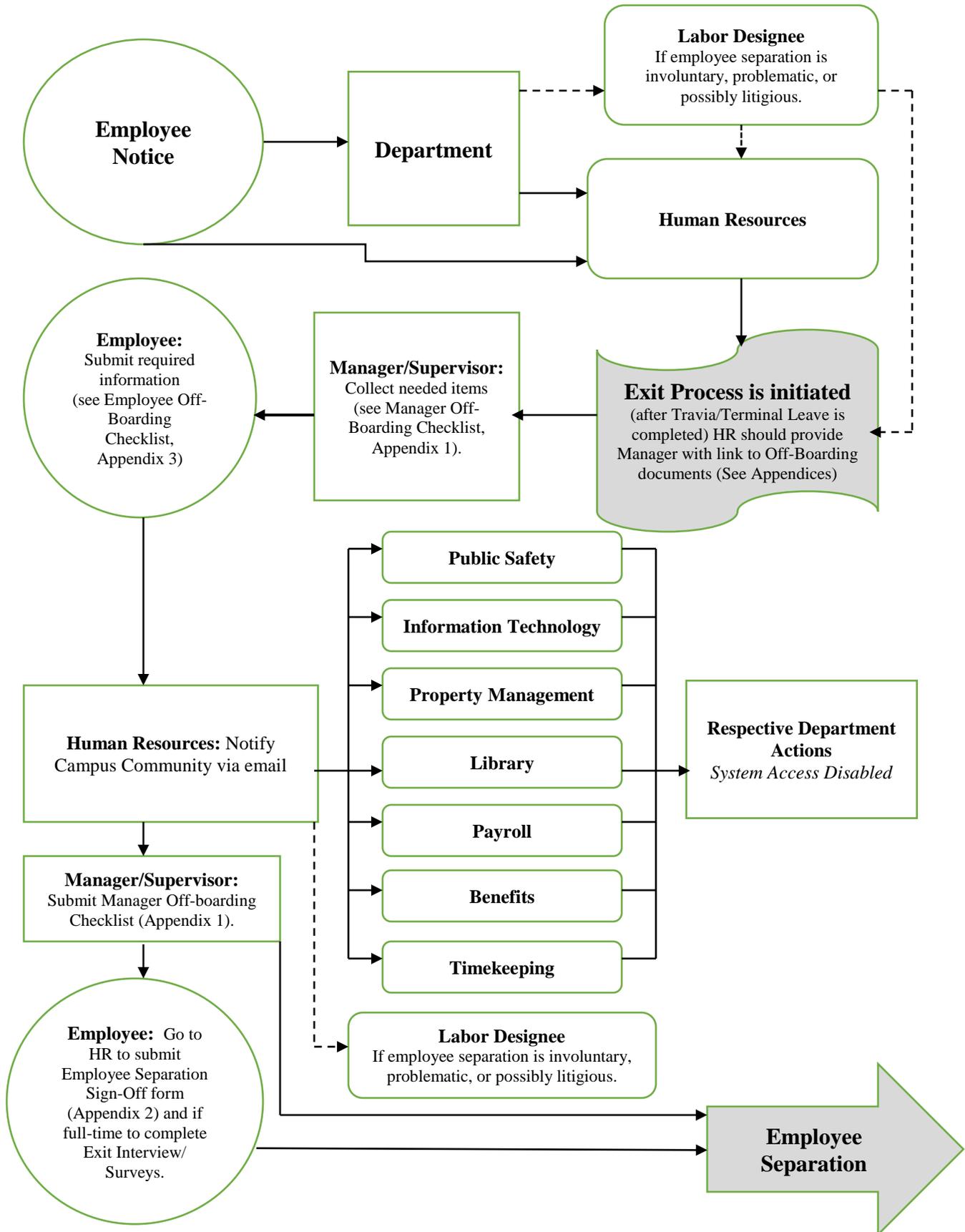
This Off-Boarding Toolkit is subdivided as follows:

1. Exit Process Flow Chart
2. The Off-Boarding Procedures
3. Off-Boarding FAQs: Frequently Asked Questions
4. Appendices
  - a. Appendix 1: Manager<sup>1</sup> Off-Boarding Checklist
  - b. Appendix 2: Employee Separation Sign-Off Form
  - c. Appendix 3: Employee Off-Boarding Checklist
  - d. Appendix 4: Staff Exit Business Continuity Designation Form
  - e. Appendix 5: Summary of Procedures Chart

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<sup>1</sup> This checklist is to be used also by supervisors of employees in related entities.

## Baruch College Separation/Exit Process Workflow Chart



## THE OFF-BOARDING PROCEDURES

### Departmental Procedures

It is customary for employees who are voluntarily separating to provide timely and appropriate written notice of their intent to resign. The customary notice time is at least two weeks. Employees separating for any other reasons require notice by the manager/supervisor and department head. The manager/supervisor and department head should work closely with the Office of Human Resources or managers/supervisors and the Legal Counsel/Labor Designee. It is the responsibility of the manager/supervisor to ensure that all separation procedures are followed when an employee leaves the college or transfers to another department.

### There are three basic steps in the off-boarding process:

#### *Step I. Initiate Off-Boarding Process*

1. Notify the Office of Human Resources via email at [OHRSeparationNotifications@baruch.cuny.edu](mailto:OHRSeparationNotifications@baruch.cuny.edu) or manager/supervisor of the employee separation, with a copy of the resignation letter, if applicable. In the case of an employee on related entities payroll, notify Baruch College Fund Controller or Finance Office, depending on the entity involved. If the employee separation is involuntary, also notify the Office of the Legal Counsel/Labor Designee.
2. Human Resources will initiate the exit process for all staff on tax levy payrolls by sending the Manager/Supervisor an email that contains the link to the Off-Boarding documents (e.g., The Manager Off-Boarding Checklist [Appendix 1], the Employee Separation Sign-off Form [Appendix 2], the Employee Off-Boarding Checklist [Appendix 3], and the Staff Exit Business Continuity Designation Form [Appendix 4]) and notifying campus departments of the upcoming separation. (Note: For those individuals on Travia/Terminal Leave, this process begins when the leave is completed.) In cases where the employee is on related entities/non-tax levy payroll, manager/supervisor will notify Baruch College Fund Controller or Finance Office, depending on the entity involved, who will provide the link to the necessary documents. The Manager/Supervisor in turn sends the employee the relevant documents (e.g., the Employee Separation Sign-off Form and the Employee Off-Boarding Checklist).
3. Complete the Manager Off-Boarding Checklist (Appendix 1) to ensure all items are collected and finalized.
4. Remove the employee's access from all college business activities (i.e. signatories for departmental accounts/and or purchasing provisions) at the appropriate time (e.g., upon the last day of employment).
5. Cancel access to any electronic systems maintained within Dept./Unit (Applicable only to internal departmental systems) at the appropriate time (e.g., upon the last day of employment).
6. Collect ID card, college properties and keys, and sign off on Employee Separation Sign-off Form (Appendix 2) at the appropriate time (e.g., upon the last day of employment).

7. Collect Baruch College purchase, credit, and travel cards; notify the Business Office for cancellation.
8. Ensure all checklists are signed by both the departing employee and the manager/supervisor.
9. Submit the CUNYFirst User Access Form to BCTC to deactivate CUNYFirst access (see Appendix 4 for details).

***Step II. Meet with employee to obtain crucial deliverables including project status reports.***

A project status report might include:

1. ***Current and Ongoing Tasks*** (e.g., a list of all current, outstanding, and important upcoming projects, deadlines, and tasks; lists of ongoing regular tasks, and any pending tasks [Work in Progress] that the employee is currently working on)
2. ***Key Contacts*** (e.g., contact information of those with whom an employee has been collaborating with on tasks, projects; committees, etc.; a list of key people/groups (internal and external) the position works closely with that are necessary to daily functions)
3. ***Documents*** (e.g., specific files/records/emails related to current or past projects).

***Step III. Complete Business Continuity Designation Form (Appendix 4)***

1. Return the completed form to BCTC.

**Payroll and Last Paycheck**

Prompt notification by manager/supervisor of staff departure is critical to facilitate the timely and accurate calculation and processing of an employee's last paycheck, as well as any potential annual leave payouts.

**BCTC**

Prompt notification of any termination of employment is required to ensure that all access to BCTC systems is revoked in a timely manner. As soon as a termination date is known, the manager/supervisor must inform HR and BCTC using the appropriate forms.

Access to IT systems will be terminated effective as of the employee's separation date from the college. Any exceptions to this rule can only be granted in writing by Legal Counsel. In some cases, immediate cancellation of access may be required. In such instances, the Office of Human Resources will coordinate with the manager/supervisor and BCTC regarding system deactivation. Managers in Research Foundation, Baruch College Fund, and other related entities can contact the BCTC security team and request immediate cancellation of all access.

## **The Responsibilities of various Offices**

### ***BCTC is responsible for:***

- ✓ Deactivating network access, emails, CUNYFirst roles and other system access upon notification from Human Resources or manager/supervisor.
- ✓ Updating the Active Directory.
- ✓ Assigning a retiree e-mail address if requested.
- ✓ Assigning alternate designee for CUNYFirst as applicable.

### ***Public Safety is responsible for:***

- ✓ Disabling building access, effective last day worked.
- ✓ Collecting keys and ID cards.

### ***Finance is responsible for:***

- ✓ Canceling travel, credit cards, and/or purchasing cards upon notification from department or HR.

### ***Library is responsible for:***

- ✓ Informing the employee/department of any outstanding items/fines owed to the college. (NOTE: The library will not approve the employee's exit unless these fees have been recovered.)

### ***Facilities is responsible for:***

- ✓ Reviewing office space/work station (cleaning, painting needs) in coordination with the department. (NOTE: If the employee's workspace will be filled immediately a work order should be placed for repairs and or cleaning).

### ***Property Management is responsible for:***

- ✓ Following-up to ensure that the college property assigned to the staff member has been collected by the appropriate authority (techs in the schools and BCTC elsewhere).

## **Retirees<sup>2</sup>**

Faculty and Staff, who have finalized their bona fide retirement, must meet with the benefits team in advance in the Office of Human Resources to arrange and discuss the retirement transition. At the June 2015 CUNY Board of Trustees meeting, an amendment to the CUNY Policy on Acceptable Use of Computer Resources was approved that allows teaching faculty and librarians the option to retain their current CUNY e-mail address upon retirement. Faculty counselors also have the option to retain their current CUNY e-mail address upon retirement. The Retiree email form must be completed and returned to the Office of Human Resources prior to the employee's retirement.

Employees in the Executive Compensation Plan and non-teaching instructional staff titles such as Higher Education Officer series, College Laboratory Technician series, Research Associates and Research Assistants will be given a one-time option at the time of retirement (during the off-boarding/exit interview process), to request a "retiree" e-mail. (Teaching faculty, librarians and faculty counselors may also opt for a "retiree email" in lieu of retaining their current email address). The retiree email form can be obtained at: [Retiree Email form](#).

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<sup>2</sup> Protocol discussed herein is relevant to Travia/Terminal leave **only if** said leave leads to separation (retirement).

### **Internal Transfers (within the college)**

When employees transfer between departments at the college, both managers and employees should follow the procedures below:

1. Notify, in writing, the Office of Human Resources (or the Manager/Supervisor of an employee in related entities) of the transfer.
2. Complete and submit the Business Continuity Designation Form (Appendix 4).
3. Return to manager/supervisor all college property, keys, tools, computers, mobile devices or other equipment associated with current department.
4. Submit IT forms to cancel system access associated with current unit.

### **Involuntary or Emergency Separations**

All involuntary separations must be discussed with the Legal Counsel/Labor Designee in the Office of the Executive Legal Counsel who will work with the Office of Human Resources on the implementation protocols. Further, the following offices must be contacted to immediately cancel access to College data and systems:

- ✓ Office of Human Resources
- ✓ Public Safety Director
- ✓ BCTC

# Baruch College

## Off-Boarding Frequently Asked Questions



### ***Why is this Off-Boarding Toolkit Important?***

An effective and consistent off-boarding process plays an important role in protecting the interests of both the university and employees. In addition to safety, security, and protection of physical assets, it is important to remember that past employees will continue to act as ambassadors regarding the work environment and can serve as a terrific source for referrals. A streamlined off-boarding process:

- ✓ Protects physical property and maintains an operating knowledge base;
- ✓ Ensures compliance and security regarding systems and physical access;
- ✓ Assists in the transfer of knowledge;
- ✓ Collects valuable feedback; and
- ✓ Provides employees with an organized way to conclude and transfer projects.

### ***Do the off-boarding checklists need to be completed for all employees?***

Yes. Checklists serve as a reminder to collect all college assets and terminate access to systems. Signing the form confirms documentation for the college as well as the exiting employee.

### ***What about Student employees, non-tax levy, research foundation, and affiliates?***

Student employees, non-tax levy, research foundation and affiliates have access to systems, office space, college assets, and sensitive information depending upon the business needs of the office/department in which they are providing services. It is important to complete the off-boarding process for these individuals as well.

### ***Does a check list need to be completed if an employee does not have system access?***

Yes – additional items on the checklist ensure business continuity prior to an employee separation.

### ***If an employee transfers to a different department, should the checklist be completed?***

Yes – college assets and system access levels can change with job responsibilities.

### ***How does a full professor earn emeritus status?***

A full professor with ten years of service at Baruch College may apply for emeritus status by making a request to the President's Office and following all other appropriate exit procedures.

### ***I have questions about vacation payout. Where do I go?***

Upon notification of departure from college, information and details on employees leave balances and annual leave payout (if applicable) can be obtained from your Office of Human Resources Time and Leave Unit Assistant. For specific questions on time and leave, employees are encouraged to contact

their departmental Timekeeper prior to employee's last day. All outstanding and final timesheets must be submitted to the Office of Human Resources via normal submission route on the employee's last working day at the college.

***How soon after notification of termination should the checklist be completed?***

Managers/Supervisors should start and initiate the exit process as soon they are aware of the employee separation.

***Does the employee get a copy of the completed Employee Separation Sign-off form?***

Yes, the employee can request a copy upon submission of the final document to HR.

***What should I do if the employee quits and leaves, or is separated from Campus before I can complete the off-boarding checklist?***

Managers/Supervisors must immediately contact Human Resources or Managers/Supervisors of employees in related entities regarding the employee separation. Human Resources or the Manager/Supervisor of employees in related entities will then work with other college departments, including BCTC and Public Safety to complete an expedited exit process.

# **APPENDICES**

Appendix 1: Manager Off-Boarding Checklist

Appendix 2: Employee Separation Sign-Off Form

Appendix 3: Employee Off-Boarding Checklist

Appendix 4: Staff Exit Business Continuity Designation Form

Appendix 5: Summary of Procedures Chart

**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](mailto: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

**APPENDIX 2**  
**EMPLOYEE SEPARATION SIGN-OFF FORM**

*Instructions: Signatures to be secured by separating employee from the following areas prior to the employee's last day. An employee's final paycheck will be processed/released after all signatures are obtained and this form is submitted to the Human Resources Office via email at [OHRSeparationNotifications@baruch.cuny.edu](mailto:OHRSeparationNotifications@baruch.cuny.edu) on the employee's last day on campus.*

*Human Resources will be the last signatory.*

**Employee Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Employee Baruch College Email Address:** \_\_\_\_\_

**CUNYFirst Empl. ID:** \_\_\_\_\_

**Manager/Supervisor Name:** \_\_\_\_\_

**Last Day on Campus:** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

**Separation Date (if different):** \_\_\_\_\_

**Transferring to another CUNY Campus:** \_\_\_\_\_

**Name of Campus:** \_\_\_\_\_

Signature

Date

**Immediate Manager/Supervisor**

- Ensure required assignments are completed prior to employee's last day
- Approve final timesheet(s); contact Time and Leave Team/HR to determine if there are any missing timesheets
- Collect college equipment (s) and any other Baruch College devices belonging to the unit
- Cancel access to any electronic systems maintained within department/unit
- Indicate any keys to be returned to Public Safety (Yes\_\_or No\_\_)

**BCTC**

Direct all system access personnel to remove employee access

\_\_\_\_\_

**Public Safety**

Collect the employee's keys and ID

\_\_\_\_\_

**Human Resources**

- Advise full-time employee of online Exit Interview and Surveys (Conduct Exit Interview in-person, if feasible)
- Inform employee of benefit continuation rights and responsibilities and give information packet.
- Secure final timesheet and initiate payroll termination process

\_\_\_\_\_

**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](mailto: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.*

## 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>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</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="text-align: center;"><i>If yes, include FTP ID: _____</i></p> <p>RACF: SIMS, SFA, BAS    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="text-align: center;"><i>If yes, include ID: _____</i></p> <p>College issued Mobile Phone:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p style="text-align: center;"><i>If yes, please provide number:</i></p> <p style="text-align: center;">(    ) _____</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>

## 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.