

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 who has honorably retired after a period of service at Baruch College of ten (10) years, shall be automatically conferred the title of Professor Emeritus.

All other retiring faculty holding professorial titles may also be designated as “emeritus/emerita,” regardless of the period of service, if the President agrees with the affirmative recommendation of the departmental Executive Committee and the College Personnel and Budget Committee.

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.