New Paltz
STATE UNIVERSITY OF NEW YORK
Vice President / Administration and Finance

SEPARATION PROCEDURES AND SIGN-OFF

Employee _____ Department _____

Date of Separation _____ Reason for Separation: ☐ Resignation ☐ Retirement ☐ Terminated

This form must be completed for all employees separating from service on the State payroll. The separating employee must return all property belonging to the College and/or grant sponsor, and all outstanding charges must be paid to the appropriate offices prior to separation.

It is the responsibility of the immediate supervisor to initiate this form prior to the employee's last day on campus.

The supervisor must notify the offices listed that the employee will be separating from service, and get that office's verification that all outstanding items have been returned or cleared. The "Initials" column may be completed by the supervisor or by a representative of the department receiving the item.

When all items are cleared, the supervisor and the employee both sign and date the form. The form and all corresponding documentation must be returned to the Internal Controls Office (HAB 302) no more than 10 business days after the employee's last day on campus. (Note: If any item(s) cannot be completed, this should be indicated on the form and Internal Controls will follow up.) Please keep a copy for yourself.

INITIALS	N/A (✓)			
		I.D. Office – return of ID cards	x3032	Tim Dilger SUB 64
		Department – return of equipment and or items	–	Supervisor
		Computer Services – equipment, email, LAN/Banner access	x3130	Barbara Eckert HAB 50
		Facilities – return all keys (i.e. office, building)	x3308	Nancy Higgins SB 103
		Parking – outstanding fines/telecom charges	x3347	Jennifer Sofia WH 114
		System Security – remove access to SMRT/Webconnect/OSC	x3272	Julie Majak HAB 904
		Payroll – outstanding timesheets?	x3146	Cecily Ann Brown HAB 301
		Library – return of book(s) and or fines owed?	x3719	Mark Colvson STL M48
		Procurement – Travel and/or Net Card	x3191	Maureen Maxwell HAB 302
		Procurement – Cell Phone and/or charges		
		Procurement – VISA pro card	x3197	Yolanda Howell HAB 307
		Accounts Payable – outstanding paperwork and or charges	x3179	Erica Parker HAB 304

The above offices have been contacted and all items have been cleared, unless otherwise stated. All State property issued or borrowed has been returned and all monies due have been paid.

Supervisor/Department Head Signature _____ Date _____

Employee Signature _____ Date _____