  **SEPARATION PROCEDURES AND SIGN-OFF FORM**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Separation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All employees separating from service on the State payroll must complete this form. 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 receiving the final paycheck.

**It is the responsibility of the department to initiate this form prior to the employee’s last day on campus**.

The department must verify that the employee has returned all items by calling or emailing the offices listed and by placing the initials of the person clearing the employee from obligation on the appropriate line. If there is an outstanding obligation, it is the responsibility of the separating employee to complete the obligation in order that the item is cleared.When all items are cleared, the employee’s supervisor signs the form, the employee signs the appropriate section, and then the completed form is forwarded to Human Resources (HR).

**Please do not send forms to Human Resources if items are still outstanding.**

 Initials

|  |  |  |  |
| --- | --- | --- | --- |
|  | Audio Visual | 5577 | rmournighan@geneseo.edu |
|  | Computer Equipment, Cell Phones, Calling Cards, Charges | 5577 | karasiew@geneseo.edu |
|  | Grant and Loaned Equipment | 5100 | ccole@geneseo.edu |
|  | Parking Tickets | 5978 | harnish@geneseo.edu |
|  | Keys | 5662 | ricet@geneseo.edu |
|  | Inventoried Art Supplies/Chemicals | 5512 | reyes@geneseo.edu |
|  | Library Books | 5192 | finnigan@geneseo.edu |
|  | CAS | 5648 | craggp@geneseo.edu |
|  | Travel Advances | 5623 | travel@geneseo.edu |
|  | Foundation Card | 5089 | crilly@geneseo.edu |
|  | VISA Procurement Card | 5100 | underwoo@geneseo.edu |
|  | Time Sheets  | 5616 | payroll@geneseo.edu |
|  | Card Access | 5548 | elocks@geneseo.edu |
|  | College ID Card and/or Essential Services ID Card (return ID card with this form to HR) |

The above offices have been contacted and all items have been cleared. All department equipment has been returned, and if appropriate, hazardous chemicals have been labeled, inventoried and stored for pick-up. All State property issued or borrowed has been returned and all monies due have been paid. Supervisor has reviewed all outstanding projects and deliverables with employee and has all the necessary information/materials associated with those projects?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor/Department Head Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature Date

 

HR Use Only: \_\_\_\_\_\_I-9 \_\_\_\_\_\_ Personnel File \_\_\_\_\_\_ Medical File