



Separation Checklist - Your Responsibilities Prior to Your Departure

Name: _____

Title: _____

Personal Email Address: _____

Phone Number: _____

Employees must obtain a signature from each department below before departing campus. Please have a staff member in each of the functions listed below sign this form to indicate that you have returned the item(s) or that you had no items belonging to the function.

Please sign the form and return it to the Human Resource Office once it has been completed.

ITEM/FUNCTION	Responsible Party Signature
Final time sheet submitted for supervisor approval	_____
Sign in to NYS Payroll Online to change W-2 form to be mailed	_____
Supervisor (tools, materials, misc. equipment/college property)	_____
Information Technology Services (laptop, charger, etc.)	_____
Business Office (travel card, outstanding bills, procurement card)	_____
Library (books, materials, equipment)	_____
MAC (travel advances, emergency loan)	_____
University Police (keys, campus id card)	_____
Human Resources (exit interview, checklist, retirement paperwork, etc.)	_____
Items turned into Human Resources:	_____

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I have returned all items belonging to SUNY Morrisville and paid any and all fines, bills and/or advances due from me.

Employee Signature

Date