



Separation/Transfer Checklist

A Checklist for Supervisors and HR Officers

You have primary responsibility for insuring that all the separation/transfer steps outlined below are taken when an employee is leaving NYU or transferring to another department. Be sure to check with your local Human Resources Officer at once, since there may be additional procedures required in your school/division.

Employee Name: _____

Today's Date: _____

Separation Date: _____

All Separations & Transfers

- Notify NYU Card Services, ITS, Bookstores, Coles/Palladium, and others as applicable of last day of employment
- HR Officer: process PASS action, and when applicable, initiate requisition process in MATCH.
- Collect university property, including identification cards from employee and family members, by last day of employment. (Refer to "Employee Checklist Upon Transfer/Separation" for a list of university property assigned to employee).
- For questions the employee may have about unemployment insurance benefits, refer employee to the New York State Department of Labor website at http://www.labor.state.ny.us/ui/ui_index.s

Voluntary Separations

- Ask employee for a letter of resignation. Minimum requirements for resignations vary by code - check the HR website for details: www.nyu.edu/hr/policies, select the appropriate job category, and select "If You Leave the University".
- Remind employee that no personal days may be taken during last two weeks of employment.
- Inform employee of his/her vacation accrual. If proper notice is given, employee will be paid for unused vacation.
- Remind the employee to review their benefits upon separation, including COBRA rights. Refer the employee to the Benefits Office, ext. 8-1270, and/or to the HR web site: www.nyu.edu/hr, select Benefits

- Direct the employee to obtain a new ID card from NYU Card Services if his/her status has changed to student or retiree.
- Invite the employee to complete the on-line exit questionnaire, available at www.nyu.edu/hr/forms/exitform.html
- Provide employee with Resignation Acknowledgement Letter, available at www.nyu.edu/hr/pdf/forms/resig.acknow.ltr.pdf or Transfer Acknowledgement Letter, available at www.nyu.edu/hr/pdf/forms/trnsf.acknow.ltr.pdf
- Provide employee with Checklist Upon Transfer/Separation, available at www.nyu.edu/hr/pdf/forms/emp.sep.chklist.pdf, and attach to Acknowledgement Letter.
- Conduct exit interview with employee, if appropriate.

Involuntary or Emergency Separations

- Discuss all involuntary separations with the Office of Employee Relations, ext 8-1290
- Contact appropriate offices to immediately cancel access to University data and systems
 - o HR Officer
 - o Public Safety, ext. 8-2222
 - o Facilities & Construction Desk, ext. 8-1001
 - o Chief Information Technology Officer, fax notification to 5-4858. Include full name of employee, NET ID, University ID, department, and effective date of cancellation.
- Determine the appropriate process for removal of employee's contents from office or workspace and securing computer networks and files.
- Layoffs of code 100 administrators: refer employee to the Employment Office, ext. 8-1250 for possible job opportunities. Contact the Office of Employee Relations, ext. 8-1290 to obtain authorization for job search counseling
- Prior to layoffs of bargaining unit employees, contact the Office of Employee Relations at ext. 8-1290 to discuss contractual implications.

Issued: Aug 2007