



Employee Checklist Upon Transfer/Separation

To be completed by you and attached to [Acknowledgement Letter](#)

Name: _____

Supervisor: _____

Last Day with Department: _____

As stated in your Acknowledgement letter, please make sure the following are completed prior to your last day:

- Return Office Keys
- Return Desk Keys and any Specialty Keys
- Arrange a time to discuss status of ongoing work/projects
- Submit a written resignation letter (including transfers)
- Return NYU ID Card and family members' ID cards.
- Update your personal information on PeopleSync (e.g., address change for tax purposes)

Please return the following checked items below to the appropriate office(s):

- DUO hardware token issued for PeopleSync access
- PC or Laptop and any peripherals (flash drive, scanners, wireless cards) purchased with school funds
- Cell Phone/PDA
- American Express Corporate Card
- NYU Purchasing Card
- Staples Convenience Card
- Petty Cash funds and/or lock box
- Pay any outstanding invoices (phone bills, Book Store, Computer Store, etc)
- Reconcile any outstanding Expense Reimbursements
- Other

Please return this list to your supervisor or HR Officer on or before your last day.

Employee signature

Date

Supervisor/HR Officer signature

Date

cc: Employee, file