



Separation/Transfer Checklist

A Checklist for Supervisors and HR Officers

You have primary responsibility for ensuring 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 PeopleSync action, and when applicable, initiate requisition process.
- ☐ 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.ny.gov/home>

Voluntary Separations

- ☐ Ask employee for a letter of resignation. Minimum requirements for resignations vary by job family – check the [HR website](#) for details.
- ☐ 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 PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

- ☐ Direct the employee to obtain a new ID card from NYU Card Services if his/her status has changed to student or retiree.
- ☐ Provide employee with [Resignation Acknowledgement Letter](#) or [Transfer Letter](#)
- ☐ Provide employee with [Checklist Upon Transfer/Separation](#), available at [NYU HR](#) and attach to Acknowledgement.
- ☐ Conduct exit interview with employee, if appropriate.

Involuntary or Emergency Separations

- ☐ Discuss all involuntary separations with the Office of Employee Relations
- ☐ Contact appropriate offices to immediately cancel access to University data and systems
 - HR Officer
 - Public Safety, ext. 8-2222
 - Facilities & Construction Desk, ext. 8-1001
 - 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 administrators: refer employee to the Talent Management, for possible job opportunities. Contact the Office of Employee Relations to obtain authorization for job search counseling
- ☐ Prior to layoffs of bargaining unit employees, contact the Office of Employee Relations to discuss contractual implications.