

Supervisors are advised to use this checklist to ensure that all final steps of an employee's separation from SUNY ESF are completed, including the receipt of necessary documents and the return of all SUNY ESF property prior to the employee's last day on campus. If you have any questions, please contact the Human Resources Office at 315-470-6611.

TO BE REVIEWED WITH THE EMPLOYEE

- ___ State Resignation letter (obtain and submit to Ellen Brown, Sr. Personnel Associate)
- ___ Research Foundation Resignation letter (obtain and submit to Janice O'Mara, Director for Research Foundation (RF))
- ___ Separation Procedure and Clearance Form (All employees separating from SUNY ESF must complete)
- ___ Transition Plan (employee complete and submit to supervisor)

Benefit Information

- State Employee: Ellen Brown, Sr. Personnel Associate, may contact resigning employee with benefit information.
- Research Foundation: COBRA will be sent if currently enrolled in benefits – any questions contact Janice O'Mara (315-470-6614).

SUPERVISOR RESPONSIBILITIES RELATED TO HUMAN RESOURCE MANAGEMENT AND INFORMATION TECHNOLOGY:

- ___ Supervisor initiates submits employees signed, resignation letter to Human Resources upon receipt.
- ___ Gather Department's state issued items from resigning employee.
- ___ Confirm deactivation of the employee's SUNY and RF accounts.
- ___ Move all departmental files from the employee's personal network and share to department share.
- ___ Supervisor finalizes Employee Separation Clearance Form and Employee Separation Checklist.
- ___ Supervisor requests replacement of position.
- ___ Supervisor contacts IT to:
 - Reassign the computer.
 - Request any changes to the phone service.