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 or 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.