**Research Division Exit Procedure & Check List**

A written notification must be received from an employee when resigning from the department or University and when retiring from the University. This letter provides documentation of the employee’s intention to resign or retire, allowing the department to submit the appropriate paperwork to Records Administration. The letter should include the last day of active work and the reason for leaving. If the employee is leaving the area it should also include a forwarding address.

All vacation payouts should be included in the HR-transaction to terminate or retire an employee whether voluntary or otherwise. Please contact OVPR HR if you have questions.

**The Department needs to arrange for the return of:**

- **Keys**
- ID Card (if leaving the University) (ID cards with Omni Ride Stickers must be returned to transportation services – all others should be destroyed except in instances of layoff)
- University credit cards including Procurement Cards – Cards should be destroyed and notification should be sent to creditcards@cornell.edu (If the employee is moving to a new department that dept. will issue a new procurement card if needed)
- All Department Equipment – including but not limited to laptops, cell phones, pagers, tools, trios, blackberries, uniforms, books, reference materials, etc.
- Any Parking Permits (if the employee is leaving the University) – including hang tags (return to Transportation & Mail Services)

**Advise employee to:**

- Contact OHR Benefits Services regarding continuation/conversion of benefits
- Contact Transportation and Mail Services regarding possible parking fee refund

**As soon as possible after the employee’s last day:**

- Cancel access and transactional authority for all systems. The University uses many different systems and access to them are granted and deleted using several different avenues, please consider appropriate actions based on each employee. Please keep in mind that if an employee is moving to a new department access to your department records will need to be removed.

The employees Net ID will be automatically cancelled soon after termination and the employee will be removed from directories. Contact the IT person in your area to restrict access to department systems and if there is any concern for security.

12/12/2008
Exit Procedures Checklist

Employee Name:_________________________________________________________

Today’s Date ___________________________________________________________

Effective Termination Date:______________________________________________

Please indicate that these items have been returned. If it is not applicable, please indicate with NA.

The above named employee has returned:

_____ Keys

_____ Cell Phone

_____ Computers of any kind (laptop, home computer) and related software/manuals

_____ ID Card

_____ University credit cards, Diners Club/American Express

_____ Procurement Cards

_____ Travel Advance Accounts: Notify Voucher Audit/Travel to close accounts

_____ Department Equipment

_____ Parking Permits: return to Transportation and Mail Services

_____ Other: Please specify

_____ Instructions for mailing or holding for pickup of final paycheck

_____ Instructions for what to do with US Mail

Computing checklist

_____ Files are off the old computer – transferred or copied to CD

_____ Favorites

_____ Mail

_____ My documents

_____ Files from H: - transferred or copied to CD

_____ Mail is to be forwarded or stopped? If forwarded to where ________________________________

_____ Modify http://whoiam.cornell.edu/whoiam/ to stop NetID mail from forwarding to tc.cornell.edu and, if applicable, update your entry in the electronic directory

_____ Tell user accounting to disable user account
Supervisors Checklist

On or before the employee’s last day

(If separating voluntarily) Request a letter of resignation. This letter provides documentation of the employee’s intention to resign, allowing the department to post and refill the position more efficiently. It should contain the last day of active work, the last day on the payroll and the reason for leaving.

- Prepare UPAF terminating the employee, process according to our guidelines and send completed paperwork to our office for final approval.
- Request a forwarding address for W-2 forms

Advise employee to:

- Contact OHR, Benefit Services regarding continuation/conversion of benefits
- Contact Transportation and Mail Services regarding possible parking refund

As soon as possible after employee’s last day, as appropriate:

- Cancel telephone authorization codes through your telecomm coordinator – use the web based form at http://www.cit.cornell.edu/ncs/cgi/authcode.html
- Cancel all subscriptions, magazine, professional groups, group subscriptions such as EZ-Remote

________________________________________ ________________________________________
Employee’s signature    Supervisor’s signature

________________________________________
Date