

## Employment Separation Checklist

### Employee Information

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Title: \_\_\_\_\_

Department/School: \_\_\_\_\_ Grade: \_\_\_\_\_

Union (If applicable): \_\_\_\_\_

Department HR Representative Name and Email: \_\_\_\_\_

Date of Hire (mm/dd/yyyy): \_\_\_\_\_ Last Day of Work (mm/dd/yyyy): \_\_\_\_\_

Termination Effective Date (mm/dd/yyyy): \_\_\_\_\_ (This date should be the next day after the last day of work; for example, if the employee's last day of work is June 30, then the termination effective date is July 1.)

### TYPE OF SEPARATION:

Resignation

Involuntary:  Discharge  Release  Job Elimination  Retirement

Was this termination reviewed and approved by CUMC Human Resources?  Yes  No (if no, provide reason):

HR Client Manager Name and Email: \_\_\_\_\_

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### Next Steps

Process employee termination as soon as possible after being notified or after separation has been communicated to the employee.

If system access is required to be shutdown prior to employee departing, please contact your HR Client Manager.

#### *Voluntary Terminations and Resignation:*

Process termination on E-Term for Officers of Administration and Support Staff. For instructions on how to process terminations via E-Term, go to "Employment Termination on MSS and PAF" in the Manager Toolkit:

<http://managers.hr.columbia.edu/tig/paf-index/termination-mss-paf>

Submit a Personal Action Form (PAF) for Officers of Instruction, Officers of Research, etc.

Make sure that you have the employee's resignation letter or confirmation of employee's verbal resignation in your department file as well as the employee's vacation track record as part of the termination supporting documentation.

#### *Retirement and Involuntary Termination (latter includes, Discharge, Release or Non-renewal):*

Submit a Personal Action Form (PAF) for job eliminations and retirement along with supporting documentation (termination letter; letter of intent to retire; copy of separation agreement. For instructions on how to process terminations via PAF, go to "Employment Termination on MSS and PAF" in the Manager Toolkit:

<http://managers.hr.columbia.edu/tig/paf-index/termination-mss-paf>

Severance pay: \$\_\_\_\_\_ (Severance pay must be reviewed and approved by your HR Client Manager prior to communication with the employee). You must obtain all required signatures on layoff agreements within the allotted period.



## Employment Separation Checklist

### University Property

- Collect all keys (Office/Laboratories/Restrooms).
- Collect all CUID's and any affiliated ID's. This would also include access badges such as a Dosimetry badge.
- Collect all electronic devices, such as laptops, IPADS, pagers, cellular phones and other equipment (including USB's, CD's, DVD's)
- If there is an agreement between the department and the employee to change ownership of devices then the property must be cleansed of CU data by the CUMC IT Department prior to removing the device from CUMC.
- Electronic and paper documents.
- Collect/Cancel P-Card/Corporate Credit Cards.
- Close/Collect/Transfer any Petty Cash Accounts.

### Key Contact Information

Description	Department	Contact Number/Email
Employee Relations <ul style="list-style-type: none"> <li>• Process and Procedures</li> <li>• Guidance/Advise</li> <li>• Exit Interview</li> </ul>	CUMC Human Resources	212-305-4357 Option #1
Disable UNI, Domain/Exchange Accounts, FFE, AP/CAR, Activate or Remove any email forwarding if it exists and Clear/Change all computer passwords	CUMC IT CUIT	212-305-HELP 212-854-1919 5help@columbia.edu
Deactivate CUID	CUMC Public Safety	212-305-8100 cumc-idoffice@columbia.edu
Deactivate IDX or CROWN access	Shared Practice	201-346-3100
Stop Payroll	CUMC Payroll	212-305-2258
Cancel Signatory Authorization	Controller's Office	212-854-4683
Cancel P-card/Corporate Credit Cards	Purchasing	212-854-4179 pcard@columbia.edu
Parking Cancellation	Parking Office	212-305-1056
Clear/Change Voicemail Telephone/Passwords	Telecommunications	212-305-7777
For Students Receiving Employee Tuition Assistance	Student Administrative Services	212-342-4790
Benefit Related Tuition Assistance Questions	HR Benefit Service Center	212-851-7000
Housing Related Issues	Housing Facility Services	212-305-HELP Option #2
Visas/Immigration Affairs Inquires	Immigration Affairs	212-305-8165
Outstanding Books/Fines	Library	212-305-3605



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### Benefits

- Advise departing employees to schedule an appointment with the HR Benefits Service Center (212-851-7000) as soon as possible.
- Provide employee with COBRA information. (You may obtain this information from your HR Client Manager)
- Number of accrued and unused vacation days: \_\_\_\_\_
- Number of accrued and unused personal days: \_\_\_\_\_

### Counseling

Consult with your HR Client Manager for any questions or concerns regarding counseling services and resources.

- Provide employee with Employee Assistance Program information (<http://hr.columbia.edu/benefits/eap>)

### Other Termination Issues

1. Encourage employee participation in the [Exit Interview Report](#). The primary purpose of the exit interview is to help Columbia examine or correct problematic management policies or practices.
2. Give terminated employee Department of Labor [Record of Employment](#) form. Obtain employee signature on the tear-off at the bottom of the form and forward to:

### Columbia University Medical Center Human Resources

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