



SEPARATION PROCEDURES AND SIGN-OFF FORM

Employee: _____

Department: _____

Date of Separation: _____

All employees separating from service on the State payroll must complete this form. The separating employee must return all property belonging to the College and/or grant sponsor, and all outstanding charges must be paid to the appropriate offices prior to receiving the final paycheck.

It is the responsibility of the department to initiate this form prior to the employee's last day on campus.

The department must verify that the employee has returned all items by calling or emailing the offices listed and by placing the initials of the person clearing the employee from obligation on the appropriate line. If there is an outstanding obligation, it is the responsibility of the separating employee to complete the obligation in order that the item is cleared. When all items are cleared, the employee's supervisor signs the form, the employee signs the appropriate section, and then the completed form is forwarded to Human Resources. Please do not send forms to the Human Resources if items are still outstanding.

Initials

	Audio Visual	5577	dolce@geneseo.edu
	Computer Equipment, Cell Phones, Calling Cards, Charges	5577	karasiew@geneseo.edu
	Corporate Card	5601	sexton@geneseo.edu
	Grant and Loaned Equipment	5611	burnett@geneseo.edu
	Parking Tickets	5978	burgere@geneseo.edu
	Keys	5662	ferrero@geneseo.edu
	Inventoried Art Supplies/Chemicals	5512	reyes@geneseo.edu
	Library Books	5549	freass@geneseo.edu
	CAS	5648	genesky@geneseo.edu
	Travel Advances	5623	towne@geneseo.edu
	VISA Procurement Card	5100	underwoo@geneseo.edu
	College ID Card and/or Essential Services ID Card (return ID card with this form to Human Resources)		

The above offices have been contacted and all items have been cleared. All department equipment has been returned, and if appropriate, hazardous chemicals have been labeled, inventoried and stored for pick-up. All State property issued or borrowed has been returned and all monies due have been paid.

Supervisor/Department Head Signature

Employee Signature

Date

- Submit your final timesheet
- For tax purposes - if you will be moving before the end of this calendar year please submit an Address Change form to HR