



MONTCLAIR STATE UNIVERSITY

EMPLOYEE SEPARATION

LAST NAME	FIRST NAME	M.I.	DATE
STREET ADDRESS*			SOCIAL SECURITY #
CITY	STATE	ZIP	DATE OF HIRE
DEPARTMENT	JOB TITLE		DATE OF SEPARATION

CONTACT	ITEM	SIGNATURE	DATE
EMPLOYEE SUPERVISOR	RESIGNATION LETTER RETURN KEYS CONTACT IT RE:HOME COMPUTER SOFTWARE RETURN MSU COMPUTER EQUIPMENT NOTIFY TELECOMMUNICATIONS DEPT VIA EMAIL		
HUMAN RESOURCES BENEFITS COLLEGE HALL – ROOM 314B	BEGIN SEPARATION PROCESSING		
INFORMATION TECHNOLOGY UNIVERSITY HALL 5 TH FLOOR OR LOCAL TECHNOLOGY TEAM	RETURN MSU COMPUTER EQUIPMENT DELETION OF MSU SOFTWARE- HOME COMPUTER		
TELECOMMUNICATIONS UNIVERSITY HALL 6 TH FLOOR	RETURN CELL PHONE		
TEACHING & LEARNING RESOURCES UNIVERSITY HALL 5 TH FLOOR	EQUIPMENT LOAN RETURN		
PROCUREMENT SERVICES 855 VALLEY RD. – ROOM 112	P-CARD RETURN		
PARKING SERVICES COLLEGE HALL – ROOM 212	PARKING FINES PERMIT AND/OR TRANSPONDER OUTSTANDING BAL ON PARKING ACCT.		
ACCOUNTING 855 VALLEY RD – ROOM 112	AMERICAN EXPRESS CARD FRS ACCT		
LIBRARY CIRCULATION DESK	LIBRARY BOOKS, FINES		
HR- PAYROLL COLLEGE HALL - ROOM 314	LEAVE BALANCES FINAL PAYCHECK		
HR- STAFFING COLLEGE HALL - ROOM 316	EXIT INTERVIEW		
HR BENEFITS COLLEGE HALL - ROOM 314B	RETURN EMPLOYEE SEPARATION FORM & POST-EMPLOYMENT RESTRICTIONS** UNEMPLOYMENT BENEFITS (CHAPTER 87)		
<p>*IF YOU ARE CHANGING YOUR PERMANENT ADDRESS AFTER SEPARATING FROM THE UNIVERSITY, IT IS IMPERATIVE THAT YOU PROVIDE PAYROLL WITH THIS NEW ADDRESS SO THAT TAX RECORDS CAN BE SENT TO YOU IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN TAX FILING PENALTIES.</p> <p>**REVIEW & SIGN STATE OF NJ'S POST-EMPLOYMENT RESTRICTIONS (SEE WWW.MONTCLAIR.EDU/ETHICS/TRAINING_POSTEMPLOYMENT.HTML)</p>		EMPLOYEE SIGNATURE	