EXIT PROCEDURES CHECKLIST

The following checklist was designed to assist departments with the processing of employee terminations and transfers to other departments within Cornell. Not all items will be applicable to all employees; indicate "N/A" when checklist item is not applicable.

Not necessary for transfers within Cornell University

Please send completed form to Library Human Resources, 213 Olin Library.

Initials	Responsibility of Employee/Department
	Provide notice of resignation The notice, which may be a letter or an email, should be written to the supervisor and should indicate the last day of active work and the reason for leaving. The supervisor should forward the resignation notice to Library Human Resources, 213 Olin Library.
	Update Leave Time in Workday, or project time in Kronos through last day of work
	Provide forwarding address * for W-2 forms (employee may update in Workday or send to Library Human Resources)
	Remind terminating employee to * contact the central benefits office within 30 days of the departure
	Outlook Calendar Have employee update Outlook calendar sharing permissions and contact peers to let them know to update their calendar sharing permissions.
	Transfer Administrative Privileges for ownership of Lyris e-lists and or Exchange Group account(s).
	Terminate communication (voice/data) access by notifying the CUL's Desktop Services (5-8530 or desktop_services@cornell.edu)
	Arrange for the Return of Keys O/K/U employees, contact Facilities Staff at cul-fachelp-l@cornell.edu; other units should turn keys into appropriate unit representatives
	Clear any cash advance accounts contact the Library Finance and Budget Office (FBO) – 232 Olin Library
	Contact Commuter and Parking Services * to return current permit or an out-of-county bus pass sticker. Retiree's may contact their office to discuss transportation options available to retiree's.
	Cornell ID Card * Cards with a bus sticker should be returned to transportation for refunds. Otherwise, destroy the card. Retirees may go to the University Registrar in B7 Day Hall to obtain a Retiree ID card.
	Procurement Cards cut in half and return to the Procurement Card Coordinator in the FBO, 232 Olin Library
	Corporate charge cards cut in half and send to the FBO (232 Olin Library) or notify the Controller's Office if transferring dept.
	Library reference manuals

Library Human Resources
213 Olin Library

	Library purchased parking permits
	All department/Library equipment
	All library books and materials * charged to staff ID and pay outstanding charges (retirees are not required to do this)
	Signature Authorizations When applicable, notify Library Human Resources and/or FBO so payroll authorization, student employment authorization, or Kronos authorization is updated.
	Voyager Access request termination of Voyager Access
	Unsubscribe from E-Lists at Cornell * http://www.cit.cornell.edu/computer/elist/lyris/leave.html
	Change safe combinations/building access codes, passwords (at discretion of the department)
	Employee's Computer and Backup Supervisor must ensure the transfer of any institutionally important data from the employee's computer. (IT support will delete the contents of the hard drive and delete the employee's data backups)

Departing Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____