

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

**EXIT PROCEDURES CHECKLIST FOR MANAGERS**

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 apply to all employees; indicate "N/A" when the checklist item is not applicable.

Please send the completed form to Library Human Resources (LHR) in 213 Olin Library.

<b>Responsibility of Employee/Department</b>	<b>Initials</b>
<b>Provide notice of resignation</b> 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.	
<b>Update Leave Time in Workday</b> The employee must enter and the supervisor must approve time-off requests <u>BEFORE</u> the final paycheck is processed. Normally the deadline is the first day of the last pay period in which the employee is on the payroll. Contact LHR with any questions.	
<b>Outlook Calendar Permissions</b> Have the employee update their Outlook calendar sharing permissions and contact peers to let them know to update their calendar sharing permissions.	
<b>Update Administrative Privileges</b> Transfer ownership of Lyris e-lists and or Exchange Group account(s).	
<b>Transition Planning (Academic employees only)</b> Ensure there is sufficient documentation and a transition plan is in place before departure.	
<b>Terminate communication (voice/data) access</b> Notify the CUL's Desktop Services at 5-8530 or <a href="mailto:cul-dshelp-l@cornell.edu">cul-dshelp-l@cornell.edu</a> .	
<b>Arrange for the Return of Keys and/or update Building Card Access</b> Olin/Kroch/ Uris (O/K/U) employees should contact Facilities Staff at <a href="mailto:cul-fachelp-l@cornell.edu">cul-fachelp-l@cornell.edu</a> ; other units should communicate with the appropriate unit representative.	
<b>Clear any cash advance accounts</b> Contact the Library Finance and Budget Office (FBO) at 232 Olin Library.	
<b>Procurement Card</b> Cut it in half and return to the Procurement Card Coordinator in the FBO at 232 Olin Library.	
<b>Corporate charge card</b> Cut it in half and send to the FBO (232 Olin Library) or notify the Controller's Office if transferring dept.	
<b>Library reference manuals</b>	
<b>Library purchased parking permits</b>	
<b>All department/Library equipment</b>	
<b>Signature Authorizations</b> When applicable, notify Library Human Resources and/or FBO so payroll authorization, student employment authorization, or Kronos authorization is updated.	
<b>Voyager Access</b> Request termination of Voyager Access	
<b>Change Codes/Passwords</b> At the discretion of the department combination to safes, building access codes and passwords should be changed.	
<b>Employee's Computer and Backup</b> 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)	

(MORE ON THE BACK)

<b>Skip the following if the employee is transferring within Cornell University.</b>	
<b>Responsibility of Employee/Department</b>	<b>Initials</b>
<b>Provide forwarding address</b> Employee should provide a forwarding address for their W-2 form to be mailed to in January. This can be updated in Workday or communicated to LHR.	
<b>Contact the HR Transition Center</b> Remind the employee to contact the central benefits office within 30 days of the departure.	
<b>Contact Commuter and Parking Services</b> Current parking permit or an out-of-county bus pass sticker should be returned to Parking and Commuter Office at 116 Maple Ave. Retirees may contact the Parking and Commuter office to discuss transportation options available to them.	
<b>Cornell ID Card</b> Cards with a bus sticker should be returned to transportation for refunds. Otherwise, destroy the card. Retirees may contact the HR Services and Transition Center to obtain a Retiree ID card.	
<b>Library books and materials</b> All library materials need to be returned and outstanding charges paid. Retirees can hold on to materials until they are due.	
<b>Unsubscribe from E-Lists at Cornell</b> Remove from e-list via <a href="https://it.cornell.edu/lyris/leave-e-lists-lyris">https://it.cornell.edu/lyris/leave-e-lists-lyris</a> . To view which lists have been joined go to <a href="https://it.cornell.edu/lyris/which-e-lists-have-i-joined-lyris">https://it.cornell.edu/lyris/which-e-lists-have-i-joined-lyris</a> )	

**Departing Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_