

Supervisors are advised to use this checklist to ensure all final steps of an employee's separation from Buffalo State University are completed including the receipt of necessary documents and the return of all Buffalo State University property prior to the employee's last day on campus. If you have any questions, please contact Human Resource Management at 878-4822.

**To be Reviewed with Employee:**

- Resignation Letter (obtain and attach to their Current Employee Change Form)
- Address Change (if applicable)
- Creating an out of office message
- Books (reference materials) DVD's, portable hard drives, USB Drives (University owned and may contain Buffalo State-owned data)
- Buffalo State and Foundation Issued Credit Cards
- Communication Devices (cell phone, wireless organizers, two-way radio communications)
- Computer and/or Audio-Visual equipment (laptop, tablet, PC hardware/software, TV, DVD)
- Attendance Record (submit final record)
- Office / Building Keys, Including Key Fobs ([Key Drop-Off Hours](#))
- Resolve all outstanding financial obligations (parking fines, library fines, etc.)
- Tools and Uniforms

**Payroll Information:**

- ❖ MC/CSEA/PEF employees will receive their 5-day salary withholding pay.
- ❖ Maximum vacation accrual payout is 30 days. If the employee is leaving State service, they must be off the State payroll for two (2) consecutive pay periods prior to any accruals being paid out. All attendance records must be turned in prior to computing accrual balance.
- ❖ If the employee is retiring, vacation accruals can be paid out immediately. All attendance records must be turned in prior to computing accrual balance.

**Benefit Information:**

- ❖ Employee Benefits will contact the employee after the Current Employee Change Form has been received
- ❖ Information from the NYS Ethics Commission for Employees Leaving State Service
  - [The Post-Employment Restrictions](#)
  - [Guide to Leaving State Service](#)

**Supervisor Responsibilities related to HRM and Information Technology Services:**

Supervisor initiates Current Employee Change Form and attaches employee's resignation letter.  
Current Employee Change Form is available at <http://hr.buffalostate.edu/forms>  
Supervisor submits request for Electronic Door Access Removal through the IT Self-Service Portal at <https://buffalostate.teamdynamix.com/TDClient/Requests/ServiceDet?ID=32181>

Supervisor Contacts IT Services to:

- ❖ Deactivate the employee's campus account; <https://buffalostate.teamdynamix.com/TDClient/2003/Portal/Requests/ServiceDet?ID=19358>
- ❖ Move all departmental files from the employee's personal network share or One Drive to a department share;
- ❖ Reassign the computer, transfer work-related files, etc.;
- ❖ Request any changes to the phone service; [Disconnect](#) or [Move](#) phone line
- ❖ If retiree is continuing their relationship with Buffalo State and requires continued access to email, request and authorization must be completed within 60 days of retirement.  
Reference: [Policy on Email Services for Retired Employees](#)

Note, [Records Retention and Disposition](#) of official records of the SUNY campuses are governed by the New York State Law. Official records must be retained and disposed of in compliance with approved schedules.