

William Paterson University Separation Procedure

All University Personnel

Policy Description:

All individuals separating from the University are required to return all items/materials issued while in the service of William Paterson University, (please see Separation Clearance Form for specific details).

Procedure:

Employee:

It is the responsibility of the **employee** to ensure that all property is returned to his/her department, as well as your identification card(s).

Upon giving notice of your resignation, or retirement, you are required to return all University property (including, but not limited to the following) on or before the final day of employment:

library materials	tools	keys	uniforms
laptop/PCs	cell phones	two-way radios	manuals

- Corporate P-cards, Phone calling cards, cell phones, and pagers are to be returned to Telecommunications, Attn: Pam Fueshko, College Hall
- Corporate American Express card should be canceled and returned to Business Services.
- Time sheets must be submitted on or before the final day of employment
- Library materials must be returned to the library on or before your final day of employment
- Contact Bursar's Office (if applicable) for outstanding tuition related obligations
- Return employee identification card(s), including those of family members to your supervisor to be forwarded to the Office of Human Resources on or before the final day of employment

Supervisor:

It is the responsibility of the **supervisor** to assure that all property has been given to you or forwarded to the appropriate department as you complete the Separation Clearance Form. The completed and signed form should be sent to the Office of Human Resources with all identification cards on or before the final day of employment.

Employee and Supervisor:

It is the responsibility of the **employee** and **supervisor** to ensure that the Separation Clearance Form is filled out completely indicating all of the above has been accomplished, the form signed by the employee and the supervisor **assuring** all properties have been returned or forwarded to the appropriate parties, before forwarding the Separation Clearance Form to Human Resources.

William Paterson University Separation Clearance Form

Name : _____ Date _____

Department : _____ Banner ID _____

Last Day Worked: _____

It is the responsibility of the **employee and supervisor** to ensure the following items are returned or satisfied on or before the employee's final day of employment. After this form is completed, please forward to the Office of Human Resources.

Have the following items been returned or deactivated?:	Yes	Not Applicable
➤ Keys returned	_____	_____
➤ ID card returned *	_____	_____
➤ Outstanding reports submitted (i.e. student grades, distinguished scholar grants)	_____	_____
➤ Employee has completed last time sheet	_____	_____
➤ Corporate P-Card or Corporate American Express card returned	_____	_____
➤ Phone calling card, cell phone, and two- way radio returned to Telecommunications, Attn: Pam Fueshko, College Hall	_____	_____
➤ Specify equipment issued and returned including ID# (i.e., laptop/PC, uniforms, etc.)	_____	_____
➤ Is employee currently attending class(es) on an approved tuition waiver	_____	_____
➤ Confirm that employee has returned all library materials (call ext. 3180 or 3187)	_____	_____

Do you authorize Human Resources to deactivate the following?:

	Yes	No	N/A	
➤ E-mail	_____	_____	_____	If no, please explain _____
➤ Internet	_____	_____	_____	If no, please explain _____
➤ BANNER	_____	_____	_____	If no, please explain _____
➤ SIS/HRS	_____	_____	_____	If no, please explain _____
➤ Voice Mail	_____	_____	_____	If no, please explain _____

* When an e-mail account is deactivated it is removed and cannot be restored.

If you have a change of address, a new W-4 must be completed in order to receive your W-2 Statement. If you need assistance in completing the form(s) and/or have questions, please contact the Office of Human Resources at ext. 2723.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

For Human Resources Use Only

	Yes	No
Exit interview questionnaire sent?	_____	_____
Rec. Center Notification of Separation sent?	_____	_____
cc: Telecommunications	_____	_____
Information Systems (Help Desk)	_____	_____
Controller's Office	_____	_____
H.R. Representative Signature _____	Date _____	