**Supervisor’s Role in the Separation/Transfer of an Employee**

*These suggestions are to aid you in the departure of an employee and may not apply to all situations.*

❏ Ensure the proper separation paperwork (resignation/retirement letter, etc.) is completed and forwarded to the appropriate offices to remove the employee from payroll

❏ Submit final/outstanding timesheets to Payroll

❏ Ensure all College keys have been returned

❏ Ensure all campus equipment/items are returned (computer, cell phone, etc.)

❏ Ensure return of NYS Procurement & Travel Cards

❏ Advise Office of Human Resources of new address or office to send future paychecks (if applicable) and for W-2

❏ Ensure access is removed or transferred as appropriate for any department-specific computer systems or databases (ex: Google Drive)

❏ Remove email recipients if an employee is set up for department-specific emails (ex: admiss@oswego.edu, registra@oswego.edu etc.)

❏ Remove from list serves and other group email lists

❏ Remove/Unshare/Unsubscribe from the office calendar system