

DEPARTING EMPLOYEE CHECKLIST

Prior to leaving, please complete the following:

1. **Exit Interview** - Work with Human Resources to participate in the University's Exit Interview Survey Process. You will receive a survey link from HR Services, and they will contact you to schedule an Exit Interview.
2. **University Property** - Return all University property to your manager including laptops, keys, radios, ID cards, parking passes, etc.
3. **Voicemail/ Email** - Change your email and telephone options to reflect an "Out Of Office" message which indicates that you are no longer with the University and include department contact information to redirect their inquiry.
4. **Update Your Supervisor** - Advise your supervisor about work status, where to locate important electronic/hard copy files, etc. Provide your supervisor with contact information for external contacts (vendors, subscriptions, etc.) and change department contact information on accounts, as necessary.
5. **Payroll Approver** - If you are a web time or EPCF approver, please contact Lisa Tillmon at tillmonl@stjohns.edu in the Payroll Department to designate a new approver.
6. **Tuition Remission** - Tuition Remission terminates on the last day of employment (unless you are qualifying retiree) and will be prorated based on your tuition balance due as of the last date of your employment. You can contact Diane Peck in Financial Services at 718-990-3275 for more information regarding your prorated balance.
7. **Cobra Benefits** - St. John's benefits cease on the last of the month worked. The Benefits Office will send you a letter indicating your rights for the continuation of benefits under either COBRA or retiree benefits.
8. Select this [Unemployment Form](#) link to access New York State unemployment information.
9. **Vacation Time** - Employees will not be paid for vacation time that has not accrued. No pay is given for holidays after the last work day. Last work day may not fall on a paid or unpaid day off.

If you have any questions, please contact your Human Resources representative on ext. 1865.

Thank you for your service to the University and best wishes to you in your future endeavors.

Updated 07/23/2024