

**ST. JOHN'S UNIVERSITY OFFICE OF HUMAN RESOURCES
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 but not limited to keys, pagers, 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. **Computer Loan** - All computer loans must be paid back before terminating from the University. Please contact Payroll to reimburse the University for your computer loan.
7. **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 Aid at 718-990-3275 for more information regarding your prorated balance
8. **Cobra Benefits** - St. John's benefits cease at the end of the month in which you are terminating. The Benefits Office will send you a letter indicating your rights for the continuation of benefits under either COBRA or retiree benefits.
9. **Unemployment Form** - HR will forward a NYS unemployment form to all departing employees.

If you have any questions, please contact your Human Resources representative at ext. 1502 or ext. 2445.

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