

Off-Boarding

- When an employee separation from the Research Foundation (RF) is determined, the Department/Program is to complete a copy of the Oracle Employee Information Change form (<http://research.downstate.edu/pdf/Employee-Information-Change-Form.pdf>) and immediately submit the completed document to the RF HR/Payroll Office. Along with the Change form, the Department/Program is to attach any relevant documentation (e.g. letter of resignation). **Upon notification, the RF HR/Payroll Office will schedule an exit interview with the separating employee.**

Employee's Last Day

Department/Program

- The Department/Program retrieves all materials issued to the employee over the course of their employment.
- Yes N/A
- Keys
- Cellphone/pager
- Laptop/iPad/notebook
- Hard drive/flash drive/any other electronic storage media
- Any hardcopy notebook(s)/text book(s) that is the property of the Program
- Any other miscellaneous equipment purchased by the Program/University

Employee's Signature

Date

Supervisor's Signature

Date

- The Department/Program will provide the separating employee with a copy of this document.

Research Foundation HR/Payroll Office

- Timecard
- All time cards should be submitted by last day of employment.
- Vacation and Sick Leave Accruals
- Payment for any outstanding vacation time will be made typically within two pay-periods after the last check is received for up to 30 accrued days. There is no payment for accumulated sick time. If employee is eligible for retiree benefits, sick leave accruals are then converted into a dollar figure which is deposited in the TIAA retirement account as a one-time lump sum payment.
- Identification Card
- Your ID Card is forfeited to the exit interviewer. If applicable, your parking pass/tag etc. is forfeited to the exit interviewer.
- American Express Corporate Card
- If applicable, return AMEX Card to RF HR Office.

- Employee Self Service (<http://www.rfsuny.org/information-for/employee-center-/self-service/>) (518-434-7222)
Among others, you have access to the following features via the Self Service portal
 - My Benefits, My Accruals, My Contact Information, My Tax Form and My W-2.
- Final paycheck
 - Your last paycheck will either be direct deposited into your account or delivered to your home depending on how your preferences have been set up.
- Computer Access
 - Your Downstate e-mail account and computer access will be disabled by the IT Office.
- Health Insurance (www.empireblue.com) (844-241-7087)
 - Will be continued for an additional 28 days beyond last day of employment. You will have the option to continue health benefits beyond 28 days by completing the COBRA Application. Health insurance may be continued for up to 36 months through COBRA by paying the full premium.
- Dental Insurance (www.deltadentalins.com) (800-932-0783)
 - Insurance will be continued for an additional 28 days beyond last day of employment. COBRA coverage can be extended to 18 months by paying the full premium.
- Vision Benefits (www.davisvision.com) (800-999-5431)
 - Vision benefits will be continued for an additional 28 days beyond last day of work. Vision benefits may be continued for up to 18 months through COBRA by paying the full premium.
- Life Insurance (www.securian.com) (877-491-5265)
 - Life insurance benefits which were provided by The Research Foundation will cease on the last day of employment. If you have Optional Life Insurance coverage, it may be continued as a personal policy by contacting the insurer within 30 days of termination and paying the full premium
- Retirement Contributions (www.tiaa.org) (800-842-2252)
 - If you are a vested employee, all retirement contributions made by the RF on your behalf are yours to keep. With your vested retirement contributions you may do the following upon termination:
1-leave them with TIAA, 2-roll over the funds to a carrier of your choice, 3-redeem the funds (an IRS penalty will apply if redeemer is under the age of 59.5).
- Returning Office Materials
 - Ensure any/all office materials given to the employee to perform their functions have been returned to their respective supervisors (cell phone, keys, beepers, laptops, lab coats, etc.).
- Outstanding Grant Issues
 - Ensure that all grant documents, manuscripts, flash drives, notes, etc. are returned or submitted to Principal Investigator prior to termination.

COMMENTS:

Acknowledgement signature of employee

Date

Print Name