

## EMPLOYEE SEPARATION

LAST NAME	FIRST NAME	M.I.	DATE
STREET ADDRESS*			CWID #
CITY	STATE	ZIP	DATE OF HIRE
DEPARTMENT	JOB TITLE	DATE OF SEPARATION	

CONTACT	ITEM	SIGNATURE	DATE
EMPLOYEE SUPERVISOR	RESIGNATION LETTER RETURN KEYS CONTACT IT RE:HOME COMPUTER SOFTWARE RETURN MSU COMPUTER EQUIPMENT NOTIFY TELECOMMUNICATIONS DEPT VIA EMAIL		
HUMAN RESOURCES BENEFITS CO 314	BEGIN SEPARATION PROCESSING		
INFORMATION TECHNOLOGY UNIVERSITY HALL 5 <sup>TH</sup> FLOOR	MSU COMPUTER ACCT. DELETION OF MSU SOFTWARE-HOME COMPUTER CANCEL MEETING MAKER ACCT (SUSAN GRAHAM)		
TELECOMMUNICATIONS UNIVERSITY HALL 6 <sup>TH</sup> FLOOR	RETURN CELL PHONE		
TEACHING & LEARNING RESOURCES UNIVERSITY HALL 5 <sup>TH</sup> FLOOR	EQUIPMENT LOAN RETURN		
PROCUREMENT SERVICES CO 304	P-CARD RETURN		
DIRECTOR OF PARKING SERVICES COLLEGE HALL – ROOM 311A	PARKING FINES PERMIT AND/OR TRANSPONDER OUTSTANDING BALANCE ON PARKING ACCOUNT		
ACCOUNTING 855 VALLEY RD	AMERICAN EXPRESS CARD FRS ACCT		
LIBRARY CIRCULATION DESK	LIBRARY BOOKS, FINES		
HR- PAYROLL CO 314	LEAVE BALANCES FINAL PAYCHECK		
HR- STAFFING CO 316	EXIT INTERVIEW		
HR BENEFITS CO 314	RETURN EMPLOYEE SEPARATION FORM & POST-EMPLOYMENT RESTRICTIONS**		
<p>*IF YOU ARE CHANGING YOUR PERMANENT ADDRESS AFTER SEPARATING FROM THE UNIVERSITY, IT IS IMPERATIVE THAT YOU PROVIDE PAYROLL WITH THIS NEW ADDRESS SO THAT TAX RECORDS CAN BE SENT TO YOU IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN TAX FILING PENALTIES.</p> <p>**REVIEW &amp; SIGN STATE OF NJ'S POST-EMPLOYMENT RESTRICTIONS (SEE <a href="http://WWW.MONTCLAIR.EDU/ETHICS/TRAINING_POSTEMPLOYMENT.HTML">WWW.MONTCLAIR.EDU/ETHICS/TRAINING_POSTEMPLOYMENT.HTML</a>)</p>		EMPLOYEE SIGNATURE	