SEPARATION CHECKLIST FOR CNM EMPLOYEES

NAME: _____   ID#: _____

EFFECTIVE DATE OF SEPARATION: _____   DEPARTMENT: _____

Read instructions on reverse. Verify compliance with signature fro department. Signature required on every line. (See reverse for details.)

Part A: To Be Completed by Immediate Supervisor

1. SEPARATING DEPARTMENT
- Attach letter of resignation and/or termination document.
  (Should be completed immediately)
- Send Completed Termination PDF with support documentation (i.e. letter of resignation, termination memo) to Payroll and copies to Human Resources.   _____
- Recover CNM equipment, manuals required in the daily performance of the job duties, building or room keys.   _____

Part B: To Be Completed by Separating Employee

2. PURCHASING DEPARTMENT (A Building)
- Return all DPO's (Issued and unused) if employee is Bookholder.   _____
- Return P-Card if employee is a P-Cardholder   _____

3. LEARNING RESOURCES DEPARMENT (JS Building)
- Return outstanding library materials.   _____

4. INSTRUCTIONAL MEDIA RESOURCES (JS Building)
- Return borrowed audiovisual equipment.   _____

5. SECURITY (PPD Building)
- Return of Parking Permit/gate card(s)   _____
- Return office/building keys if not returned to separating Department as indicated in number one (1) above.   _____

6. PAYROLL OFFICE (A Building)
- Notify the Payroll Office of separation. (Payroll Office Signature.)   _____

7. HUMAN RESOURCES (A Building)
- Cancel Benefits   _____
- Complete exit interview.   _____
- Provide mailing address for IRS Form W-2.   _____
- Obtain ERA Reimbursement form.   _____
- Return completed Separation Checklist.   _____

THIS FORM MUST BE <u>COMPLETED</u> AND RETURNED TO HUMAN RESOURCES IMMEDIATELY FOR PROCESSING.

Directions for Completing the Separation Checklist for CNM Employees

This form is to be completed by all employees separating from (ending employment with) CNM. The form is designed to assist both the employee and the Institute in providing a smooth exiting process. By using this form the employee will be able to take advantage of benefits such as health insurance, reimbursement of retirement contributions, etc. This form also allows the Institute to eliminate personal liability with responsibilities and access related to purchasing, keys, computer identification codes, etc.

1. As soon as the employee has given notice of intent to sever employment, the department will provide the separating employee with the Separation Checklist for CNM Employees.

2. The department should complete part A before the employee begins the separation process. The separating employee should be given time off during normal working hours to complete this task.

3. A representative from each of the departments identified on this Separation Checklist must sign that the separating employee has been cleared. In no case should the separating employee sign for the departments listed on this form and in no case should the separating employee complete the form by telephone. Those employees separating from the Montoya, South Valley or Rio Rancho Campus may have the immediate supervisor or designee complete the form and sign that the separating employee has been cleared. Department supervisors may sign off after contacting appropriate departments for clearance on items listed on this form that are not applicable to the employee.

4. In cases where the separation is immediate or when the employee has left the Institute in less than satisfactory circumstances, the supervisor is responsible for ensuring completion of the checklist, once complete the form should then be sent to Human Resources for processing.

5. Any questions regarding separation and/or completion of this form should be directed to the Human Resources Department.

6. Call the following numbers to contact, in advance, those departments listed in Part "B" of the Separation Check List:

Information Technology Services (ITS)	224-4357
Human Resources	224-4600
Library Services	224-3274 (Main)
. . . .	224-5721 (Montoya)
Payroll	224-4444
Purchasing	224-4546
Security Office	224-4632