# Separation Guide

AVP/D = Asst VP/Director | LIB HR = Libraries Human Resources | VPIS/UL = University Librarian

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<th>STEP IN THE PROCESS</th>
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| **Employee’s Notification of Separation** | X     | X      | X       | • Supervisor receives signed notice from employee and forwards to Lib HR  
• Lib HR notifies VPIS/UL and Business Office  
• Lib HR accepts resignation/retirement  
• Lib HR works with employee to insure appropriate paperwork is completed | http://retirement.rutgers.edu/retiree-resources/calculating-a-staff-retirees-last-working-day/  
https://hrapps.rutgers.edu/pars/ (request ARS access or HCM)  
https://uhr.rutgers.edu/uhr-units/offices/consulting-staffing-compensation/hiring-toolkit/position-description-toolkit-1 | |
| **Unit Responsibilities** | X     | X      |         | **Supervisor/Director**  
• Supervisor discusses transition of duties with Unit Director  
• Supervisor meets with employee to determine status of current work and projects  
• Works with Unit Comp. Specialist to save computer data or archive  
• Confirm ARS data is accurate in system, obtain signatures on finalized ARS form for submittal to Lib HR  
• Inform Lib HR of any systems’ access to be removed or transferred to another employee  
• Update local list servs and emergency contact lists  
• Retrieves keys, passwords, swipe cards for office or parking facility, equipment, tablets, etc.  
• Change safe/lock codes as necessary  
• Determine out of office email and forward voicemail  
• **Director**  
• Director makes announcement of departure  
• If needed, discuss position with Sr. HR Manager  
• Supervisor – Unit Director review and discuss job duties  
• Update CARF/APP/SPTF if needed  
• Is there a need to request a temporary hire? | http://rocs.rutgers.edu/ (Go Important Links – ROCs CARF)  
https://uhr.rutgers.edu/uhr-units/offices/consulting-staffing-compensation/hiring-toolkit/position-description-toolkit-1 | |
| **Unit works with Integrated Information Systems (IIS)** | X     |         |         | • Unit follows up IIS to determine and coordinate departure  
• If retiring – is employee eligible for a retiree email?  
• Contacts unit to determine when/if email will be terminated | https://rulhelp.rutgers.edu/EndUserPortal.jsp (RUL HELP) | |