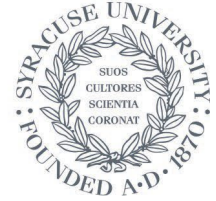


# SYRACUSE UNIVERSITY

## College of Arts & Sciences

### Physics



## Employment and Separation Checklist

If a faculty member wants to retire they should notify the Dean and cc the Department Chair. If it is a simple retirement, the faculty member will provide a letter to the Dean indicating intention to retire and last date of employment. If it will be a phased retirement the Dean will connect the faculty member with Gerry and HR to develop the retirement agreement. In either case the faculty member will be encouraged to contact HR to discuss any benefits available to them as a retiree.

If it is a simple retirement (faculty member writes letter), the department enters the separation. If it is a phased retirement with an agreement between the University and the faculty member, the Dean's office enters the separation.

## Separation

### Operations Specialist (OS):

- Staff - Process separation request through MySlice.
- Faculty - Process separation request through MySlice by Dean's Office.
- Update departmental Teams Info Sheet
  - [https://teams.microsoft.com/\\_#/school/files/Shared%20Resources?threadId=19%3A4ca2b786d4e46c4bf51bc851b260d04%40thread.skype&ctx=channel&context=Employment%2520Info%2520Sheets&rootfolder=%252Fsites%252FPhysicsAdministration-SharedResources%252FShared%2520Documents%252FShared%2520Resources%252FEmployment%2520Info%2520Sheets](https://teams.microsoft.com/_#/school/files/Shared%20Resources?threadId=19%3A4ca2b786d4e46c4bf51bc851b260d04%40thread.skype&ctx=channel&context=Employment%2520Info%2520Sheets&rootfolder=%252Fsites%252FPhysicsAdministration-SharedResources%252FShared%2520Documents%252FShared%2520Resources%252FEmployment%2520Info%2520Sheets)
  - Teams - Group-Physics Administration - Shared Resources - Employment Info Sheets
- Remove building access if applicable. Emeriti maintain their building access.
- Email [phyadmin@syr.edu](mailto:phyadmin@syr.edu) for website updates, listservs, key retrieval and necessary signage and office space allocation updates. - Directed to Administrative Assistant
- [consultcas@syr.edu](mailto:consultcas@syr.edu) receives a report for all separation and retirement for faculty and staff and will connect with the Dean's office/department for:
  - Technology retrieval / reconciliation, i.e. computer(s), laptop(s), cell phone, etc.
  - Computer permissions access is also reconciled by IT and terminated.
- OS to email [Telecom@syr.edu](mailto:Telecom@syr.edu) with any phone reconciliation, phone forwarding - voice mail, line cancellation, long distance code cancellation or transfer to new SU department should the employee accept a new role within the university or mark vacancy for ext., etc.

### College of Arts & Sciences-Department of Physics

201 Physics Building, Syracuse, NY 13244

T 315.443.3901 [phyadmin@syr.edu](mailto:phyadmin@syr.edu)

## Administrative Assistant (AA):

- Website Updates
  - Faculty retirement moved to Emeriti where applicable
  - Copier code database reconciliation
  - Mailbox name plate removal where applicable - exception Emeriti
  - Update departmental listservs
  - Office stays as is until needed. Emeriti keep their office. Department Chair communicates office designation and coordinates with Machine Shop for office clean out/preparation for new occupant.
  - Key return - AA to email the separation employee to coordinate key return.

## Employment

### Interdepartmental position change/update

- Staff/PostDocs/Faculty/Temp are added to the payroll system by HR Talent.
- Students SU or nonSU are added by OS through SmartHire
- Complete departmental form for necessary website updates, key issuance, necessary signage updates, and office space documentation updates. - Directed to Administrative Assistant
  - Building Access: [https://its-forms.syr.edu/frevvo/web/tn/SUFS/u/4de9dc29-f1ee-4128-8dee-6443484fe8de/app/\\_aoB6QEiAEqUbJLib541A/formtype/\\_ow-LkAV8EeqUbJLib541A/popupform](https://its-forms.syr.edu/frevvo/web/tn/SUFS/u/4de9dc29-f1ee-4128-8dee-6443484fe8de/app/_aoB6QEiAEqUbJLib541A/formtype/_ow-LkAV8EeqUbJLib541A/popupform)
  - Key Request: [https://its-forms.syr.edu/frevvo/web/tn/SUFS/u/4de9dc29-f1ee-4128-8dee-6443484fe8de/app/\\_YExTUEiAEqUbJLib541A/formtype/\\_0NY48Ou8EemUbJLib541A/popupform](https://its-forms.syr.edu/frevvo/web/tn/SUFS/u/4de9dc29-f1ee-4128-8dee-6443484fe8de/app/_YExTUEiAEqUbJLib541A/formtype/_0NY48Ou8EemUbJLib541A/popupform)
- Email [consultcas@syr.edu](mailto:consultcas@syr.edu) with name, SUID
  - If office location changed note equipment location, i.e. computer(s), laptop(s), cell phone.
  - Cc Information Coordinator (Operations Specialist) for computer access and budgetary signing authority reconciliation and necessary updates that reflect new role.
- Email [Telecom@syr.edu](mailto:Telecom@syr.edu) with any phone extension moves, requests, voice mail, long distance codes, cell phone issuance, business sets, standard phone, etc.

## Academic Coordinator:

### College of Arts & Sciences-Department of Physics

201 Physics Building, Syracuse, NY 13244

T 315.443.3901 [phyadmin@syr.edu](mailto:phyadmin@syr.edu)

- Reconcile each academic year - Authorized signers for petitions, waivers, graduate school admissions:

Contact: Pat Condello, Senior Student Records Coordinator, Enrollment and the Student Experience, P 315.443.8720 F 315.443.3423, [pcondell@syr.edu](mailto:pcondell@syr.edu). Appropriate form found in Answers.syr.edu under 'Forms' in the Academic Coordinator role.