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Cc: [Violet W Bube](#); [CallistraThomas](#); [Sadaf Mahmood](#); [Natashia E Rhodes](#); [Reinalda Medina](#); [William Keller](#)
Subject: Overview of the resignation process
Date: Thursday, June 02, 2016 5:41:37 PM

Dear Department Heads, Managers, Secretaries and ePAF initiators,

I write to clarify the process of employee resignation. Although the processes for a full time employee and a part time employee are slightly different, they both begin with providing written notification to the Office of Human Resources regarding the resignation.

Full time employees - Department Responsibilities

- Once your department becomes aware of a pending resignation, please forward a copy of the resignation letter (or email) to Violet (violet.bube@qc.cuny.edu) for all full time instructional staff employees or to Callistra (callistra.thomas@qc.cuny.edu) for all full time classified staff employees.
- Direct your employee to the OHR website to print and complete a [checkout form](#). The form must be completed on or before the last day at work.

Full time employees – Employee Responsibilities

- The employee should make an appointment with a representative of the Compensation & Benefits office if they have questions regarding health benefits, pension, COBRA, annual leave payout, etc.
- The employee should ensure that all time sheets have been submitted so that an accurate annual leave payout can be calculated.

- The employee must complete a [checkout form](#). The form must be completed on or before the last day at work. Keep in mind that the checkout process requires the return of College property including keys and ID.

Full time employees – OHR Responsibilities

- Once notified of an impending resignation, an OHR-Employee Services specialist will create a paper PAF to be distributed to QC Budget and University Payroll and add the resignation data to CUNYfirst.
- The Time and Leave analyst will review the final time sheet(s) and forward the annual leave balance to the Employee Services specialist who will update the PAF to reflect the lump sum payout and redistribute the PAF.
- The Benefits specialist will meet with the employee to discuss matters including but not limited to health benefits, pension, COBRA, etc.

Part time employees - Department Responsibilities

- Once your department becomes aware of a pending resignation, please forward a copy of the resignation letter (or email) to ohr.employeeservices@qc.cuny.edu.
- Submit a revised ePAF that reflects the resignation date (last day worked) and the new total number of hours worked for the time period (depending on the title, this could be the semester or the fiscal year). Instructions for revising the ePAF follow below:
 - **Terminating employees:** Before accessing the below link, **please go into PR Assist (Time and Leave tracker) to get the total hours** the employee has worked for the **fiscal year/semester** **** **Not required for changes to TEACHING adjunct ePAFs**
 - The ePAF system can be accessed via the following link:
<https://apps.qc.cuny.edu/ePAF>
 - To log in, enter the **user name and password** that you use to sign into your computer each morning.
 - Once in the database, click on **Completed by OHR** then choose the department then **Click on the employee's name**. Please make sure you choose the PAF that has a **start date that reflects the employees' current appointment**.
 - Go to the bottom of the page, click on the **CHANGE** button then proceed to make the necessary changes.
 - Enter the appropriate end date (the last day of work) in the **END DATE** field.
 - Enter the total hours worked in the **TOTAL HOURS** field.
 - Enter a comment in the **COMMENTS FIELD (i.e. Employee resigned effective XYZ date)**.
 - Choose the **REASON** from the drop down menu (**Hours decreased/ other**).
 - Click the **UPDATE AND RESUBMIT BUTTON**.
- Direct your employee to the OHR website to print and complete a [checkout form](#). The form must be completed on or before the last day at work.

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Part time employees – Employee Responsibilities

- The employee should make an appointment with a representative of the Compensation & Benefits office if they have questions regarding health benefits, pension, COBRA, annual leave payout, etc.
- The employee should ensure that all time sheets have been submitted so that an accurate annual leave payout can be calculated.
- The employee must complete a [checkout form](#). The form must be completed on or before the last day at work. Keep in mind that the checkout process requires the return of College property including keys and ID.

Part time employees – OHR Responsibilities

- Once OHR receives the revised ePAF, an OHR-Employee Services specialist will process the ePAF, forward it to University Payroll and add the resignation data to CUNYfirst.
- The Time and Leave analyst will review the final time sheet(s) and forward any eligible accrued annual leave to University Payroll via the NPay502 for payment.

Please contact me if you have any questions regarding this matter.

Janai

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