



Important Information for Employee Offboarding
*For employees that are separating from service at NJCU,
and not transitioning to Kean University on July 1, 2026*

Thank you for the contributions, dedication, and impact you have made during your time at New Jersey City University. We recognize that transitions can be difficult, and we are sincerely grateful for your service and wish you continued success in your next chapter.

Please read through the following information in its entirety. The Office of Human Resources wants to ensure that you have clear information about several important items related to your transition. Please review the details below so you know what to expect as you move on from NJCU.

Final Paycheck

Your final paycheck will be processed according to the NJCU payroll calendar. You will be paid through your last day of employment, minus all applicable taxes and/or standard benefit deductions. Any accrued but unused paid time off (PTO) will be paid out in accordance with university policy on or after your last check. To ensure there is no delay in the final payout, please make sure your final timesheet is completed in TRS by your supervisor.

Benefits Upon Separation

Please review the following [document](#) carefully for information on your Benefits upon separation: [NJCU Benefits Information for Employees Separating from Service](#)

Return of University Property

All property must be returned either on or before your last day of work, including items such as your NJCU keys, laptop, cell phone, University credit cards, and any other NJCU owned equipment.

- **NJCU IT equipment** should be returned to Robert Scire, Senior Director of Information Technology, NJCU.
- **NJCU keys** should be returned to your supervisor. If your supervisor is not available, keys may be dropped off to the Office of Human Resources in a sealed envelope labeled with your name and office location.

Email Access

Your university email access will remain active through your final working day. After that date, access will be discontinued. If you need to save any personal information, please do so before your last day.

Unemployment

You can file a new claim online through the [state's unemployment portal](#). Note that you cannot file unemployment in the State of New Jersey until your term of employment ends.

Claimants should reference NJCU's NJ state EIN 0222481818-000-00 for any claims.

You will be asked to **certify each week** that you are still eligible. The Office of Human Resources is unable to provide guidance or advice as to unemployment submissions and will simply respond to verifications of employment that come through the state upon submission.

Please reach out to merger_hr@kean.edu at the NJCU Office of Human Resources with any questions.

Career Search Resources

[NJFinLit](#) is a free state resource with information on career exploration, resume writing, interview skills, and more to help with your future career search.

- [NJFinLit Job Search Course](#)
- [Getting started with career development](#)
- [Reevaluating your strategy for effective job search](#)
- [Resume Critique Tool](#)
- [Sharpening your interview skills](#)

Financial & Emotional Support Resources

Employees impacted by a job loss may be eligible for additional support programs to assist with food and utility bills, housing or rental assistance, childcare subsidies and other needs. Please visit the [NJ 211 website](#) for more information.

For immediate or ongoing emotional support, visit [New Jersey Mental Health Cares](#) or the [Mental Health Association of New Jersey](#) for referral services.

Offboarding Informational Webinars

New Jersey Division of Pensions & Benefits: When Your Employment Ends for **NJCU CWA**

Members

- Tuesday, June 2 – 9 am – 11:30 am
- Friday, June 5 – 9 am – 11:30 am
 - Register for a session [here](#). *You will receive the meeting link upon registration confirmation.*

Join the Office of Human Resources benefits team on the following dates and times for any questions that pertain to your benefits upon separation from NJCU.

- Thursday, June 11 – 12 pm – 12:45 pm – [Join the session with this link](#)
- Wednesday, June 17 – 12 pm – 12:45 pm – [Join the session with this link](#)
- Monday, June 22 – 12 pm – 12:45 pm – [Join the session with this link](#)

Questions

Human Resources is here to support you and ensure a smooth offboarding process. If you have any questions or need assistance as you complete your transition, please reach out to merger_hr@kean.edu and the Office of Human Resources will be able to address your questions.

Additionally, the Division of Pensions and Benefits may be reached at 609-292-7524.

If you need assistance after July 1, you will be able to reach Kean University Office of Human Resources at hr@kean.edu or Benefits@kean.edu. Please include “Prior NJCU Employee” in the subject line to route your question appropriately.

Thank you once again for your years of service, dedication, and contributions. We wish you every success in the years ahead.