Termination/Transfer Checklist

The following check list is to aid employees leaving the Department of Chemistry. Our goal is to make your transition from the Department as smooth as possible.

____ Written Notice: Submit a written notice of termination or transfer to your advisor/supervisor and copy by e-mail to:
- Department of Chemistry Front Office: Tanya Becker (beck0309@umn.edu)
- Department payroll coordinator: Denise Hehir (hehir005@umn.edu)

The letter and email should include the following information:
- Date of last day of employment at University of Minnesota
- Contact information at your new destination/employer, please include your e-mail address

____ Forwarding Mail: Please file a change of address with the United States Postal Office with up-to-date mailing address. The Department will make an effort for a limited time to forward first class mail.

____ Visa:
- If you are working here on a J-1, H-1B, or F1-OPT visa: notify Chris Lundby: (lundby@umn.edu) and the International Student and Scholars Office (ISSS): (isss@umn.edu) that you are leaving the University of Minnesota.
- If you are working on a F1 visa, follow these procedures as per ISSS: (http://www.isss.umn.edu/fstudent/f1Departures.html)

Update your address. Questions? Call ISSS at 612-626-7100.

____ Update Personal Information on MyU: Update your personal information (My Info link), as it will affect payroll mailings and student/staff directory listings. Be sure to do this so year-end tax information is sent to you. Go to: (www.myu.umn.edu)

____ Email Account: If this is a termination of service from the University:
- Visit (http://it.umn.edu/google-account-end-life-policies) for specific end of life policies for your Google account, they vary depending on the type of position or appointment you had while here at the University of Minnesota.
- To set up an auto reply message go to: (www.umn.edu/validate)

____ Keys/Controlled Access: Return all Chemistry Department keys to the Chemistry Front Office, Smith Hall 139.

____ Procurement/Purchasing Card (P-Card) Issued by the University:
   ______ Yes ______ No Do you have a University Procurement/Purchasing Card (P-Card)?
Return cards to Finance and Payroll Services, Smith Hall 141.
Access to UMN secured systems will be terminated.
Department of Chemistry

____ Purchase orders/Invoices:  
   _____ Yes   _____ No  Do you have any pending purchase orders/outstanding invoices that need to be cleared up before you leave? Please send an e-mail to (chemreq@umn.edu)

____ Office/Laboratory Space & Equipment - Consult with your adviser/supervisor or research group lab safety officer regarding but not limited to the following:  
   _____ Retention of documents/files  
   _____ Chemicals/hazardous waste related to your work/projects.  
Helpful resource for questions: Department of Chemistry Safety page: (http://www.chem.umn.edu/services/safety/)

____ Voicemail:  
   _____ Yes   _____ No  Do you have a private department phone line with voicemail?  
If yes, leave a voice message informing callers that you are no longer taking calls at this number and referring them to the Chemistry main line (612-624-6000) for assistance.

____ Borrowed Materials/Equipment: Return borrowed materials and/or equipment to the Department, University Libraries, Media Resources, etc.

____ Parking, Bus Pass and Bike Locker Cancellation: Contact Parking and Transportation Services to cancel parking contacts, bus pass, or bike locker rentals at 612-626-7275 or (parking@umn.edu).