Departure Checklist

How do I notify people I am leaving?

Written notice
You need to submit a written notice of termination to your adviser or supervisor. Your written notice should include:
• date of your last day of employment at the University; and
• contact information for you new employer or destination, including email address.
Send a copy via email to Tanya Becker, beck0309@umn.edu, Department of Chemistry front office; and Ta'Meika Jackson, jacks591@umn.edu, Department of Chemistry payroll coordinator.

What must I do before leaving the department?
• Turn your University-issued purchasing (credit card) in to Finance & Payroll, 141 Smith Hall.
• Turn in your keys and controlled-access identification card in to the chemistry front office, 139 Smith Hall.
• Check if you have pending purchase orders or outstanding invoices that need to be cleared by sending an email to chemreq@umn.edu.
• Consult with your adviser, supervisor or research group laboratory safety officer about the retention of documents and files, and chemicals and hazardous waste related to your projects. We have information on our safety page at http://www.chem.umn.edu/services/safety/.
• Change your voicemail, telling callers that you are no longer taking calls at this time and refer them to the department's main number, 612-624-6000, for assistance.
• Return borrowed materials and equipment.

What must I do before leaving the University?
• Update your personal information at www.myu.umn.edu. This is important because it affects payroll mailings and student/staff directory listings, and ensures that year-end tax information is sent to you.
• Contact Parking and Transportation Services 612-626-7275 or parking@umn.edu to cancel parking contacts, bus passes, or bike locker rentals.

What do I do if I am here on a Visa?
• If you are working here on a J-1, H-1B, or F1-OPT visa, notify Molly Dunlap at msdunlap@umn.edu and the International Student and Scholars Office (ISSS) at isss@umn.edu that you are leaving the University of Minnesota.
• If you are working on a F1 visa, follow the ISSS procedures at http://www.isss.umn.edu/fstudent/f1Departures.html. If you have questions, call ISSS at 612-626-7100.
• Update your address.

What else should I do?
• File a change of address with the United States Postal Office with up-to-date mailing address.
• If you are a alum, visit the College of Science Alumni Relations page at https://cse.umn.edu/r/cse-alumni-relations-2/.