Departure Checklist

How do I notify people I am leaving?

Written notice
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 at beck0309@umn.edu, and Chemistry payroll at chempyrl@umn.edu
*Departing grad students should also copy Nancy Thao on this message: thao@umn.edu

Graduate students are required to complete the exit interview here: http://z.umn.edu/exit

What must I do before leaving the department?
• Turn in your keys and submit the following information from your U-card: U-card number, Employee/student ID number, and iclass number-5 to 6 digits on back of U-card after the asterisk sign-*- to the chemistry front office, 139 Smith Hall.
• Turn your University-issued purchasing (credit card) in to Finance & Payroll, 141 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 https://chem.umn.edu/safety
• Change your voicemail, telling callers that you are no longer taking calls.
• 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 Mollie Dunlap at msdunlap@umn.edu and the International Student and Scholars Office (ISSS) at isss@umn.edu
• If you are working on a F1 visa, follow the ISSS procedures at https://isss.umn.edu/reentry/GoingChecklist.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

*updated as of 21JUNE2019tlb