

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): (iss@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.iss.umn.edu/fstudent/flDepartures.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).