Departure Checklist

I. Personal Information

Name _____
Advisor _____
Desk Location _____
Final Day of Employment _____

II. Return of IIHR/University Property

Mark/Brian .....Computer(s) and Software..... _____
Brandon .....Return Tools and clean research area ..... _____
Office Staff.....IIHR's books/materials..... _____
Laura .....Camera(s)..... _____
Melissa.....Procurement Card..... _____

III. Return Keys

Jennie.....Building entrance card/key..... _____
Rosemary (IGS) Office..... _____
Desk..... _____

IV. Data Archiving

(advisor).....Discuss my data archiving plans with my advisor..... _____
Mark/Brian .....Review IIHR Data Archive Plan..... _____
Turn in IIHR Data Archive Plan..... _____
Remove personal files from computer ..... _____
Argon account review and disposition of HPC files ..... _____

V. Miscellaneous Office

On Back.....Forwarding (home address, work address/position, and email) ..... _____
Employee..... Remove all personal items from desk area ..... _____
Employee..... Leave a note at your desk with your voicemail passcode..... _____
Jennie.....Check for personal charges..... _____
Melissa.....Turn in final time sheet..... _____
Melissa ..... Remove from Driver's license review system if relevant..... _____
Melissa..... ..Remove desk name tag and mail box..... _____

VI. For students

Office Staff.....Turn in a copy of your thesis..... _____
Carmen .....Notify him/her that you are vacating your desk..... _____

Submit completed form to Laura Myers in 107 SHL prior to departure.

(remove from email distribution lists)