

Departure Checklist

The following is a standardized checklist that must be completed by employees ending their appointment (paid or unpaid) here in the Department of Mechanical Engineering / Department of Industrial and Systems Engineering at the University of Minnesota-Twin Cities. This checklist includes important Human Resources information and departmental logistics. If you have any questions about this checklist or any other matters relating to your appointment, please contact mepay@umn.edu.

A critical part of the end-of-employment transition is to obtain a summary of project work, process documentation, location of files (physical and electronic) and any other items related to the transfer of knowledge before departure. Equally important to remaining members of the team is the effective transfer of the workload for which the departing employee was responsible.

Employee Name: _____ UMN Empl ID#: _____
Supervisor: _____ Last day at UMN: _____

- Submit resignation letter to supervisor and ME Payroll Office [mepay@umn.edu].
- Enter any pending timesheets or vacation/sick time requests through [MyU portal](#) so your balances reflect accurately. Prepare/submit any non-reimbursed expenses to ME Purchasing Office [1100D ME].
- Contact UMN Employee Benefits Office [4-UOHR (612-624-8647)] if you have questions relating to any of the following:
 - Continuation of medical, dental and life insurance coverage under COBRA.
 - Retirement plans, flexible spending accounts, disability and long-term care coverage.
 - Unused vacation and sick time.
- Update your personal information through [MyU portal](#). Be sure to also provide mefront@umn.edu a forwarding mailing address and request your departmental mailbox be removed.
- Cancel your parking contract [<http://www.umn.edu/pts>].

- Contact IT@UMN [1-HELP (612-301-4357)] for assistance with Google email account policies at <http://it.umn.edu/google-account-end-life-policies>.
- Return borrowed materials and/or equipment to the department, University Libraries, Media Resources, etc.
- Personally return office/lab/building keys and HID white access cards to 1120ME Academic Advising Office. **DO NOT** give these items to another colleague. Retain UMN ID UCard.
- Coordinate with supervisor about retention of documents/files related to active/completed research projects. Contact Enet [enet@enet.umn.edu] to identify electronic files that need to be gathered, organized, moved, etc. Also make sure approved permissions are given for others in the research group to access these files.
- Return UMN Procurement Card to Pam Wilson in 1100B ME. If relevant, include an itemized list of any recurring services or outstanding orders charged to the PCard.
- Notify ME Purchasing Office [mepurch@umn.edu] of any gas cylinder rentals, pending POs, or outstanding invoices that need to be paid. Provide the name of other research group member to contact with any questions.
- Change password on private office telephone to the last 5 digits of the phone number.
- Send an email to meweb@umn.edu requesting the online staff directory be updated and removal from any Google group(s).

We thank you for your dedication to the Department of Mechanical Engineering / Department of Industrial and Systems Engineering at the University of Minnesota and wish you continued success in your career endeavors.