

Termination/Transfer Checklist

The following check list is to aid employees leaving the Department of Mechanical Engineering. If you have any questions about this checklist or any aspect of your termination, please contact Pam Wilson at 612-625-9315 or pwilson@umn.edu. Our goal is to make your transition from the Department of Mechanical Engineering as smooth as possible.

- _____ Continuation of Health Care Insurance: Please request COBRA forms if this is a termination of service from the University of Minnesota. Minnesota Statute requires employers to notify terminating employees of the right to continue, at their own expense, the same coverage health care insurance at group rates for themselves and dependents for up to six months following termination.
- _____ Contact Employee Benefits (phone: 612-624-9090) if you were participating in any retirement plans, optional retirement plans, health care and dependent care reimbursement plans.
- _____ Keys/White Controlled Access Cards:
 - Return all keys and white access cards to ME 1120. Note: Electronic access to Mechanical Engineering will be terminated the day following your last day of employment.
- _____ Vacation/Sick Leave reporting: update with ME Payroll, ME 1103. If this is a termination of service from the University, unused vacation will be paid out with your last payroll check if information is received in time. Otherwise, a separate lump sum payment will be mailed to you.
- _____ University Purchasing Cards: Return to Pam Wilson, ME 1100B.
- _____ Purchase orders/Invoices: Please notify the ME Purchasing personnel, mepurch@umn.edu, ME 101, if you have any pending purchase orders or outstanding invoices that need to be cleared up before you leave. Let them know who to contact for questions.
- _____ Forwarding Mail: Please ensure any regular mail to your office is changed with the sender. Give the front desk instructions if mail must be forwarded to your new address. The department will make an effort to forward all first class mail that appears to be personal.
- _____ Office Space & Equipment: Consult with your supervisor regarding the retention of documents/files related to your work/projects.
- _____ Return borrowed materials and/or equipment to the department, University Libraries, Media Resources, etc.
- _____ My One Stop: update your personal information; it will affect payroll mailings and student/staff directory listings.

- _____ Email Account: If this is a termination of service from the University, you will receive an e-mail notice from Academic and Distributed Computing Services (phone 612-301-4357) that your e-mail account will be active for 3 weeks following your termination date. This will allow you time to update your mailbox message with a forwarding email address and an auto reply message for anyone who may be trying to reach you through your University of Minnesota email account. To set up an auto reply message go to: www.umn.edu/validate.

- _____ Terminated employees will continue to have access to Human Resources Self-Service (online payroll statements) and My One Stop (address/telephone changes) until December 31 of the year following their termination. This access is available through your Internet ID and password.

- _____ Voicemail: If you have a private phone with voicemail, please be sure to leave a voice message informing callers that you are no longer taking calls at this number and referring them to the main department (phone: 612-624-4507) for assistance. **Also, please change your password to the last 5 digits of the phone number.**

- _____ Contact Parking and Transportation Services to cancel parking contacts, bus pass, or bike locker rentals. Phone: 612-625-0754 or email: parking@umn.edu.

- _____ Have Heidi Hovde remove your mailbox.

- _____ Enter any pending timesheets or vacation/sick requests so your balances reflect accurately.

- _____ Have Audrey Millard update the staff directory and remove your picture.

- _____ Have MENet remove your access.

