

GG Grad Student Off-Boarding

Please start this process a minimum of 2 weeks before your last day.

EXIT SURVEY

_____ **Complete Exit Survey** – emailed to you by the grad advisor – this will ensure the department has your forwarding e-mail/ mailing addresses)

_____ **Set up optional Department Chair Exit Interview** – if desired, email grad advisor to schedule

HUMAN RESOURCES & PAYROLL

_____ **Notify HR Staff of Your Last Day** – include a specific end date

_____ **Within CIS, Download Important Documents** - pay stubs, form 1095-C, and/or W-2 forms, etc.

_____ **Ensure Reimbursement Requests are Complete** – within Concur and/or with Office Staff

ADDRESS/MAIL

_____ **Update Mailing Address** – to receive financial & graduation information (including diploma)

Domestic Students: change in CIS – Student Profile

International Students: Contact ISSS [HERE](#) or call (801) 581-8876

Everyone: If you move again before the end of the calendar year, update your address [HERE](#), to ensure you receive your W2

_____ **Set up an “Out of Office” Email Message** – include your new email and/or direct people to the department's general email (gg-info@utah.edu)

_____ **Save Important Email Communications/Information** – you will lose access on the last day on payroll or as a student (go [HERE](#) for Outlook directions)

COMPUTERS & ELECTRONIC FILES

_____ **Transfer Electronic Files to Ubox** – work with Faculty Advisor to know which files need to be transferred

Work with UIT to help you with the following: (for help call 801-581-3485 or email helpdesk@utah.edu)

_____ **Migrate Electronic Data off Personal Devices**

_____ **Uninstall University Licensed Software Off Personal Devices**

_____ **Turn in University Owned Electronic Devices**

RESEARCH MATERIALS

_____ **Turn in Tools or Equipment** – work with Faculty Advisor

_____ **Take Care of Research Items, Materials, or Specimens** – work with Wil Mace & your Faculty Advisor to clean out and/or correctly process these items

_____ **Clean up Lab & Work Spaces** – work with Faculty Advisor

OFFICE

_____ **Clean Desk & Office Space** – leave it how you would want to find it as a new student

_____ **Turn in Office Keys** – return to Office Staff, DO NOT give to your office mate or Faculty Advisor

_____ **Leave Office Cabinet Keys** – leave keys in cabinet locks

* If you were enrolled in both fall and spring semesters this past academic year, your Ucard should still work through the end of summer for things like the Red Butte Garden, UMFA, NHMU, UTA, etc.