BEFORE THE DEPARTURE DATE

☐ Departure Interview (HR)

☐ Contact Information Updated
  • Contact Information
  • Address Change
  • External and Internal Contacts
  • Phone

☐ Pay and Vacation
  • Paycheck
  • Unused Vacation Time/PTO (Staff only)
  • Ole Dollars
  • Employee Self-Service

☐ Benefits

☐ Return these items to the College
  • Keys
  • IT Equipment
  • Credit Card and Department Charge Card
  • Parking Permit
  • Ole Card

☐ Information Technology
  • Password
  • Email Access
  • Retiree Email Alias
  • Google Drive: Transferring Ownership of Files
  • Google Groups (formerly email aliases/mailing lists)
  • Google Migration
  • H-Drive
  • WordPress Sites

☐ Library, Tostrud, and Theater Tickets
  • Library
  • Tostrud Athletic Facilities
  • Theater Tickets