

Departure Checklist



**IIHR—Hydrosience
and Engineering**

Last working day _____

Instructions: Click "Edit" then "Text", click where you want to enter information

Personal Information

Name _____
Supervisor _____
Desk Location _____
Forwarding email address _____
Forwarding home address _____
Forwarding work address _____
New position title and email _____

Do you have any IIHR or University Property to return?

Computer/Laptop/Software	Returned to: _____	No	<input type="checkbox"/>
Shop equipment or tools	Returned to: _____	No	<input type="checkbox"/>
IIHR Books/Materials	Returned to: _____	No	<input type="checkbox"/>
Procurement card	Returned to: _____	No	<input type="checkbox"/>
Keys	Returned to: _____	No	<input type="checkbox"/>

(office, building, desk return to Jennie Portwood, IGS return to Rosemary Tiwari)

Data Archiving

Discuss research data archiving plan with supervisor	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>
Review research data archiving plan with IT staff (Brian Miller or Eric Prill)	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>
Remove personal files from computer	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>
HPC Account Review and Disposition Files	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>

Miscellaneous Office items

Remove all personal items and desk name tag (email sandra-gerard@uiowa.edu when done)	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>
Submit final PRISM timesheet	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>
Submit final employee Self-Service time record	Done	<input type="checkbox"/>	NA	<input type="checkbox"/>

GRA Students Only

Graduation Date _____
Degree Obtained _____
Turn in a copy of your thesis to carleen-ferronyalka@uiowa.edu Done ☐ NA ☐

Submit completed form to carleen-ferronyalka@uiowa.edu prior to departure