

Employee Responsibilities:

1. Provide at least fourteen (14) calendar days written notice to the supervisor of the transfer date to another department within the University. At least thirty (30 days) written notice is preferred for exempt employees.
2. Meet with the supervisor to discuss the status/transition of work assignments and return all work-related information/materials as necessary.
3. Finalize any outstanding financial obligations with the University (e.g., travel advances, credit card balances, expense reimbursements/reports, etc.).
4. Return any University and departmental property to the supervisor or departmental designee, as applicable:
 - Keys (e.g., building, classrooms, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment, vehicles)
 - Tools
 - Uniforms
 - ProCard (Contact the Procurement Office at least one week before last day in the department to schedule a final review.)
 - Office equipment (e.g., computer/laptop, tablet, printer)
 - Office Supplies
 - Manuals and books
 - University books, supplies, and materials on loan
 - Telephone, cell phone, and/or walkie-talkie
 - University name badges (if department name is included)
5. Provide access codes and/or software for computers/laptops, voicemails, and cell phones.
6. Complete the final [timesheet](#) in the current department. Leave should not be used during the final pay period. If there are extenuating circumstances necessitating leave, consult with the supervisor.
7. Pack and transfer personal belongings to the new workspace on campus.