

## DETAILS TO TAKE CARE OF BEFORE YOU LEAVE

Name \_\_\_\_\_ Department \_\_\_\_\_

**Turn in the following to your Department Chair (or Administrative Assistant)**

(Please have your Department Chair or Administrative Assistant initial below.)

- \_\_\_\_\_ Calvin ID card
- \_\_\_\_\_ Office keys (Date you intend to vacate your office \_\_\_\_\_ )
- \_\_\_\_\_ Library books—please check your library account online at WebCat or call Marilyn Scholtens (6-6256) to make sure there is nothing checked out in your name, even if you have never borrowed anything.
- \_\_\_\_\_ Phone Card
- \_\_\_\_\_ American Express Card (any other College credit cards)
- \_\_\_\_\_ Academic robe if you used a college owned one
- \_\_\_\_\_ Anything belonging to Calvin which was used for the job (i.e. lock for gym locker, hard hat, tools, equipment, pagers, phones, Palm, personal organizers)
- \_\_\_\_\_ Navigant Travel—outstanding airline tickets or credit vouchers

**Payroll and Benefits Information**

- Your paychecks will continue to be issued or deposited through August 15. If you wish to change your paycheck arrangements, talk to Drew deJonge (6-6129).
- You may request to receive your remaining pay in one lump sum on June 1. Call Drew deJonge by May 20 if you would like to pursue this option.
- In most cases, benefits continue until August 31. Dorothy Britton (6-8560) is available to answer any questions you may have regarding your benefits.

**Technology Information**

- Your email access will continue until August 31. Contact Donna Anema (6-6103) if you need to make a short-term alternate arrangement.
- Call the HelpDesk (6-8555) to make arrangements regarding your telephone, Novell account (your F-drive), and blackboard documents. The HelpDesk will gladly help you save or transfer files before they are deleted.

**Complete (if known)**

New address \_\_\_\_\_

New phone \_\_\_\_\_ New email \_\_\_\_\_

Any comments? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please return this completed form to Donna Anema in the Office of the Provost prior to your departure.