

# Mathematics Department – Separation Checklist

- ☐ Return Parking Permit to Transportation (fees will be deducted from last check if not returned timely)
- ☐ Finalize Travel Expense Receipts and Reports
- ☐ Cancel Future Training and Travel
- ☐ Update MyPack Portal “Employee Self Service” with Forwarding Address or Provide it to HR Payroll (919-515-4350) for Future Correspondence
- ☐ Contact Benefits (919-515-2151) to Discuss Benefits Continuation and to Ensure Benefit Vendors have Correct Forwarding Address
- ☐ If Engaged in Research, Contact Research Administration (919-515-7865) to Review Research Agreements, Patents, Intellectual Property Agreements, etc.
- ☐ Complete the Exit Survey Using One of the Below Methods:
  - ☐ Completing the **online survey** with the password: wolfpack
  - ☐ Completing an **electronic pdf**, save the document, and email the attachment to **employeerelations@ncsu.edu**
  - ☐ Completing a **hard copy** of the Exit Survey and mail this to NCSU Employee Relations, Campus Box 7210 Raleigh NC 27527
- ☐ Download and Save on Appropriate University Resources ALL University Data from Personally-Owned Computers/Devices/Computing Accounts and Obtain Access
- ☐ Remove University Owned Software from Personally-Owned Computers or Devices