



## Prepare for your departure:

Submit all final financial paperwork (Pcard, mileage, etc.)

Change ownership of files on Google Drive, OneDrive, Box (other than MCCE folders)

Change ownership of items from other online sources (Qualtrics, ArcGIS, etc.)

Remove all personal files from laptop.

Move program related files from laptop to the Box workgroup.

Move program related files from personal Box space to the workgroup.

Save any email that you need to keep.

Employees and DCCs separating from the University will lose access to faculty/staff email (online and desktop apps) and Office 365 immediately on separation.

- [Preparing to Offboard – Microsoft \(Office software and email\)](#)
- [Email Change on Employee Separation FAQs](#)
- Office apps installed on personal computers will go into reduced functionality mode when access to Office 365 is revoked on separation.

Retirees will have a 60-day grace period, during which they may opt in to retain a University email address through CatMail and indicate if they want to retain their @cals and/or @ag addresses. <http://account.arizona.edu> If you do not opt in to CatMail, emails sent to your University address will bounce and not forward to you.

- **Retirees** and UArizona students can migrate existing email to CatMail (UA Gmail).
- **Retiring Faculty applying for Emeritus:** You will retain access to the same Microsoft services (online) as when Active Faculty once your Emeritus status is approved. In case your Emeritus application takes longer than 60 days, ask the human resources representative at MCCE about getting DCC status ensure you maintain access to your email.

[Important things to know when leaving UArizona.](#)

## Have these items with you on your last day at the office:

Laptop and charger

Laptop bag

Office Key

Keycard

Other:

Nametag

CatCard

P-Card

Headset/Headphones

Cell and Accessories

It is the responsibility of the exiting employee to make the appointments with [Vanessa Parra](#), [Eunice Gonzales](#), and [Cathy Munger](#).

---

Exiting employee

Date

---

Cathy Munger

Date

---

Vanessa Parra

Date

---

Eunice Gonzales

Date