



# Postdoc Offboarding Checklist

## Before Your Departure

✓	Have you...
	<ul style="list-style-type: none"> <li>➤ Submitted your formal resignation letter to your faculty mentor and HR department administrator contact at least 30 days before your last day of work. The resignation letter must include an effective end date or last day of work.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Notified the Office of International Students &amp; Scholars (OISS) of your upcoming departure. Review OISS's website for specific guidance for International Scholars <a href="https://oiss.yale.edu/life-at-yale/leaving-yale">https://oiss.yale.edu/life-at-yale/leaving-yale</a> .</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Scheduled a meeting with your faculty mentor or Lab Manager to discuss your research work transition plan.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Contacted Yale ITS <a href="mailto:helpdesk@yale.edu">helpdesk@yale.edu</a> to delete all remaining electronic files containing University data or University-licensed software from your personally owned computers, handheld devices, and electronic media.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Enrolled in COBRA Coverage               <ul style="list-style-type: none"> <li>• Postdoc Associates contact Employee Services at <a href="mailto:employee.services@yale.edu">employee.services@yale.edu</a> or 203-432-5552</li> <li>• Postdoc Fellows contact WageWorks (COBRA) – 800-526-2720</li> <li>• International Scholars check with your insurance provider about your last day of coverage in the U.S.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>➤ Notified the Yale Payroll Office at <a href="mailto:payroll.taxforms@yale.edu">payroll.taxforms@yale.edu</a> to report your forwarding address. In the email, please include your full name, last 4 digits of your SSN, your old CT address and the new forwarding address where your future tax forms (W-2, 1042-S, and/or 1099 forms) can be sent in January.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Returned the following University property to your Lab Manager or Business Office               <ul style="list-style-type: none"> <li>• Yale University ID</li> <li>• Laptop/Computer</li> <li>• Lab Equipment</li> <li>• Dept/Lab Keys</li> <li>• Parking Permits</li> <li>• Stockroom Card</li> <li>• Return all books and other materials to the library</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>➤ Completed the Postdoc Exit Survey <a href="http://postdocs.yale.edu/postdocs/leaving-yale">http://postdocs.yale.edu/postdocs/leaving-yale</a></li> </ul>