LEAVING THE UNIVERSITY

1. **LAST PAYCHECK:** Please let us know how you would like to receive your final paycheck. If you have direct deposit, you may wish to have your final check deposited as well. If you wish to stop direct deposit, we will need to be notified at least two weeks before your final paycheck.

2. **FORWARDING ADDRESS:** Please provide us with your forwarding address to ensure that we can send you important benefits information and tax documents after your departure.

3. **MEDICAL INSURANCE:** Your medical insurance coverage continues until the end of the last month that you worked. You may be eligible to purchase COBRA continuation coverage, and this information will be mailed to you at the address you provide.

4. **LINKEDIN ROCKEFELLER POST-DOC ALUMNI GROUP:** All postdoctoral researchers and research associates are encouraged to join the “Rockefeller Post-doctoral Alumni Group” on LinkedIn. You can do this by joining LinkedIn and searching for the group.

5. **HOUSING:** The University Housing Office requires a minimum of one month’s notice of your departure. Your forwarding address is also required to ensure that you receive the return of any security deposit.

6. **ID CARD:** You must return your ID to the Office of Security, which is located in the Nurse’s Residence, Room 105, or return it to Human Resources, Box 125. If you wish to return the ID after hours, feel free to put it in the interoffice mail.

7. **VISA ISSUES:** If you are at the University on a visa, you should speak with Ben LaSalata (8057) or Maria Lazzaro (8059) to discuss your visa status as you transition to another position.

8. **SPONSORED RESEARCH – PROGRAM DEVELOPMENT:** Please contact your assigned grants specialist at Sponsored Research and Program Development (SR-PD) to review your active grants and any actions required by the University and sponsors.

9. **TIAA-CREF FUNDS:** If you have made any contributions to a retirement annuity with TIAA-CREF, you should contact them directly at 800-842-2252. You may refer to the TIAA-CREF website at: [http://www.tiaa-cref.org](http://www.tiaa-cref.org). TIAA-CREF can offer the best guidance on your options, particularly if it involves international transfers.

10. **FACULTY CLUB:** You must settle all account balances at the Student and Faculty Club before your last day. Contact Yolanda Alvarez at extension 8315 to check your account balance.

11. **RUNET ACCOUNT CLOSURE PROCESS FOR DEPARTING EMPLOYEES:** As a result of your departure from the University, your Information Technology (IT) RUNet account (which includes your access to email, VPN, Central File Storage (CFS), Windows Domain and other services that require your RUNet username and password for authentication) will be locked and closed within one week of your departure date.

Upon account closure, all of your email and files will be deleted. This includes files in the CFS home directory for this account, as well as any files in any UNIX home directories. You
must uninstall from your home computer, laptop or mobile device any software programs licensed to the University.

**Account Access for Continuing Collaborations:** If you continue to collaborate with the University after your departure, you may have your RUNet account access extended for a period of 90 days. To do so, your laboratory head must submit an “Account Extension Request Form” directly to IT no later than 30 days after your departure date. Extensions requested after the departure date may take up to 3 business days to process. The form is available online at [http://www.rockefeller.edu/it](http://www.rockefeller.edu/it) or it may be picked up in person at either the Help Desk (Welch 101) or in the IT Administrative Pavilion.

**Email Forwarding:** At your request, email sent to your RU email address will be automatically forwarded to an external email address that you provide (such as Gmail, Yahoo or Hotmail addresses), for a period of one year after account closure. To request email forwarding, you must complete the “Account Close Form”, indicating the forwarding email address. You must request email forwarding on or before your departure date. Email forwarding will only allow you to receive email sent to your RU email address, but does not grant you access to other RUNet account services such as VPN and the Central File Storage.

12. **LIFE INSURANCE CONVERSION (if applicable):** You will soon receive from the Payroll Department a form that will allow you to convert your existing Group Life Insurance to an individual policy for up to one year following the end of your employment at The Rockefeller University. This document should be completed and returned by mail to The Standard Life Insurance Company of New York. Questions about this process can be answered by the Benefits Department at ext. 7788.

13. **THE ROCKEFELLER UNIVERSITY POLICY CONCERNING USE OF UNIVERSITY LICENSED PRODUCTS:** Please read and print and sign your name on the attached University Policy Concerning Use of Rockefeller University Licensed Products and return it to The Office of Immigration and Academic Appointments at Box 80.
The Rockefeller University licenses certain software products, including, but not limited to, Anti-Virus, Microsoft Office Products (Word, Excel, Powerpoint, Outlook, Viso, OneNote, Access), Adobe Products (Acrobat, Photoshop, Illustrator) Operating Systems (Windows, Macintosh, Linux), and Scientific Applications (DNAStar-Lasergene, MathWorks-MatLab, MacVector, SPSS, Splus, ChemDraw) ("Rockefeller University licensed products") for use by employees of and other personnel affiliated with The Rockefeller University ("Rockefeller personnel"). In accordance with the terms of the University's licenses and at the option of Rockefeller personnel, Rockefeller University licensed products may be installed on personally-owned assets (including, but not limited to, laptops, desktops, handheld devices, etc.) of Rockefeller personnel for their individual use consistent with this Policy and other University policies. Rockefeller personnel who opt to have Rockefeller University licensed products installed on their personally-owned assets take such licensed products "as is" and without any warranty from or liability to the University. Rockefeller personnel are prohibited from distributing or copying Rockefeller University licensed products. In the event that any license for a Rockefeller University licensed product is terminated, the University will give notice to all then-current Rockefeller personnel who shall be required to promptly remove the terminated licensed product(s) from all of their personally-owned assets.

All Rockefeller personnel departing from the University ("departing personnel") are required to remove all Rockefeller University licensed products from their personally-owned assets. Departing personnel shall be liable to the full extent for all claims and/or damages resulting from their failure to comply with this Policy. Departing personnel will provide a written statement (in the form of Appendix A, as may be amended from time to time) to the University that all Rockefeller University licensed products have been removed from all of their personally-owned assets. The failure of any Rockefeller personnel to sign this statement shall not affect the applicability of this Policy or relieve such personnel from the obligations and responsibilities it imposes.

If a departing personnel is uncertain whether Rockefeller University licensed products are installed on any personally-owned assets or needs help uninstalling Rockefeller University licensed products, the IT Help Desk at: 212-327-8940 is available to assist.

Appendix A

Departing Personnel's Statement Concerning Rockefeller University Licensed Products

I have read The Rockefeller University Policy Concerning Use of Rockefeller University Licensed Products, understand its terms, and represent that all Rockefeller University licensed products have been removed from all of my personally-owned assets.

Print and Sign Name: ___________________________ Date: ___________________________