

MEMORANDUM

TO: Departing Chemistry Personnel
FROM: Janet Rosenthal, Staff Assistant
RE: Termination Procedure

The first step in the termination procedure is to make an appointment as directed in item #2. Then follow the instructions for each item below (#1-#4 only). All signatures must be obtained before receiving a key refund (#4).

Your Name: _____

Laboratory Number: _____

Forwarding Address: _____

Non-Duke E-mail Address: _____

1. Each person is expected to leave his/her research laboratory in a condition which is satisfactory to his/her research director.

Research Director

Date

2. At least two weeks prior to leaving, make an appointment with Dr. Bozenna Krzyzanowska, the Laboratory Preparator (Room 1214, X1517), or Dr. Todd Woerner (Room 1224, X1525) to inspect your lab area.

Safety Representative

Date

3. See your payroll clerk (monthly & bi-weekly-Janet Rosenthal, Room 1217; graduate students-Meg Stephens, Room 3235).

Payroll Clerk

Date

4. Return all Chemistry keys and copy cards to your payroll clerk (as above).

Payroll Clerk

Date

5. FOR OFFICE USE: Send e-mail to CompTeam (help@chem.duke.edu) to remove from systems access.

Payroll Clerk

Date