**AMPLab Exit Checklist**

*Instructions: AMPLab administrator initiates this form at least one week before the last day of employment. The Checklist is retained for lab records.*

**CONTACT INFO:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last day worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forwarding email address (in case we need it): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**For the employee:**

Soda Hall keys returned to facilities

\_\_\_\_ Key to your desk space filing cabinet returned

\_\_\_\_\_ Laptop/equipment/supplies: please email [radlab-staff@eecs.berkeley.edu](mailto:radlab-staff@eecs.berkeley.edu) and cc your faculty advisor with inquiries about what exactly needs to be returned to the lab

\_\_\_\_\_Clean your desk area (clear out filing cabinet and wipe down your desk; please email [radlab-staff@eecs.berkeley.edu](mailto:radlab-staff@eecs.berkeley.edu) with any questions about supplies to be returned)

\_\_\_\_\_If you are being paid on AMP funds: please email [damonh@erso.berkeley.edu](mailto:damonh@erso.berkeley.edu) to let him know that you are leaving.

\_\_\_\_\_If you are a postdoc or staff: please provide HR with your letter of resignation so they can process your final check. Feel free to email [amp-admin@eecs.berkeley.edu](mailto:amp-admin@eecs.berkeley.edu) if you have any questions about this process.

\_\_\_\_\_If you are on AMP EC2, please email [amp-admin@eecs.berkeley.edu](mailto:amp-admin@eecs.berkeley.edu) to let us know when to disconnect your EC2 from the AMP umbrella account

**For the administrator:**

\_\_User profile modified to alumni on the AMP web site

*ANY OTHER ACCOUNTS TO BE UPDATED?*