- o If the employee has been paid from grants, print the Effort Certification form for signature.
- o Refer employee to HR office to take care of any benefit issues.

University Property:
- o Collect all equipment, furnishings and supplies
- o Collect desktop computers, laptop computers, tablet computers and accessories
- o Collect any mobile phone and pagers

University Software:
- o Remove all personal/non-essential software from office computers
- o Collect all computer disk, tapes, thumb drives, etc.
- o Remove all UVM licensed software from personal home computers
- o Identify location and gain access to all digital data which belongs to UVM

Keys/Access cards/Credit cards
- o Collect UVM ID badge and send to Catcard Service Center in the Davis Center
- o Collect all keys or access cards for building/office/laboratory/other area
- o Collect keys for desk/files/cabinets/equipmen

a UVM PI. Make sure all work that has been paid for by the granting agency has been completed.