

Leaving CU: Human Resources ^[1]

Human Resources and employee responsibilities

Each CU campus may have different procedures, so please check with your supervisor and/or your campus Human Resources department for guidance.

- **Notification:** If you are resigning or retiring, please notify your supervisor of your planned departure and discuss the checkout procedure.
- **Return CU property:** You must return all university property such as keys, access cards, parking permits, credit card, BuffOne card, EcoPass, Procurement card, laptop computer, cell phone, library materials, etc.
- **Your address:**
 - Update your address through your portal at my.cu.edu ^[2] before leaving.
 - You will lose access to this portal immediately after your last day at CU. If you change your address after leaving CU, use this [Address Change Form](#). ^[3]
- **Exit survey:** You may be requested to fill out an exit survey from your Human Resources department.

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits & Wellness - Leaving CU HR Page

Source URL: <https://www.cu.edu/employee-services/benefits-wellness/leaving-cu/leaving-cu-human-resources>

Links

[1] <https://www.cu.edu/employee-services/benefits-wellness/leaving-cu/leaving-cu-human-resources>

[2] <https://my.cu.edu>

[3] <https://www.cu.edu/docs/address-phone-number-and-email-change-former-employees-or-surviving-spousepartner>