

## SIPI Ph.D. Student Exit Checklist

1. Your fantastic thesis becomes a SIPI Technical Report. In order for that to happen, please submit PDF of final thesis to Gloria.
  - a. Email title, author & abstract in plain text to [gloria@sipi.usc.edu](mailto:gloria@sipi.usc.edu).
  - b. Email headshot photo to Gloria for graduation poster.
2. Once you have submitted your final thesis and your degree posts, you are no longer authorized to work for USC.
3. Update home address on:
  - a. <http://employees.usc.edu>, click on Workday
  - b. <http://www.usc.edu/oasis>. This is for your student information.
  - c. Email to [gloria@sipi.usc.edu](mailto:gloria@sipi.usc.edu). This is for forwarding your US Mail (only 1<sup>st</sup> class mail).
  - d. Fill out a change of address form at USPS.com

If you have not yet signed up to receive your W-2 electronically from ADP, go to <https://w2.adp.com/>

- a. Click “Register Now”
    - i. Registration code: UVY1-USCW2
    - ii. Year of W-2 dropdown: (select the proper year)
    - iii. Control Number: Employee ID (7-digit USC employee number)
    - iv. Company Code: TYI
    - v. You HOME zip code (first 5 digits only)
    - vi. Your Social Security Number (with or without dashes), you will be asked to re-enter the number
    - vii. Create an 8-20 character password (one alpha and one numeric character)
  - b. Log in, click **yes** to go paperless. Read the next box and click **I agree**.
  - c. Enter the confirmation number that pops up in the box.
2. Clean out all of your stuff from your office, turn in keys to Tim Boston, EEB 100 (key deposit returned), and inform Gloria which office you were in.
  3. SIPI has no control over your “@usc.edu” email account. Once you leave USC the University may terminate the account at any time with little or no warning. Do not assume that it will remain active for some set length of time after you have left. Even if you are still collaborating with a professor on a research topic, once you are no longer a student or an employee, the account is liable to be closed and it may be impossible to recover any messages. Make sure you have all your important email transferred to some other email account or achieved in some way before you leave.
  4. Join the USC Alumni Association (<http://alumni.usc.edu>) and receive email forwarding in addition to other benefits.
  5. Copy any computer files on department servers that you want saved to some other system or to removable media. Computer accounts are normally closed within a few months of graduating. The same applies to any files left on desktop systems in student offices. The next person to occupy the desk may erase everything on the system in order to use it.
  6. Return any equipment/computers issued to you to your professor.
  7. Make sure all reimbursements due have been turned in.
  8. Complete the End of Semester Report on your RA offer letter in EEB 400.
  9. If you are leaving mid-semester, you must submit a letter of resignation to your professor with a copy to Gloria. An email is sufficient. Please try and resign at the end of the month or 15<sup>th</sup>. Example:

Dear Professor X,

I am writing to inform you of my resignation as a Research Assistant with your research group. I have defended and have accepted a position at XXX. My last day at USC will be date.

Thank you for everything.