

## **Leaving CU: Human Resources** <sup>[1]</sup>

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](https://my.cu.edu) <sup>[2]</sup> 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](#). <sup>[3]</sup>

### **Groups audience:**

Employee Services

### **Right Sidebar:**

ES: Benefits & Wellness - Leaving CU HR Page

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**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-retirees-or-surviving-spousepartner>