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# IEG News

*February edition*

## News from the administration

### **Exit checklist- for non-employees (persons on scholarships, guests, etc.)**

It is the responsibility of the immediate supervisor to hand out and review the checklist for non-employees. The AKKA account is not automatically renewed if HR does not receive the information. Remember to send the entire checklist to HR for archiving. You will find the checklist on IEG's website and MP portal.

## News from head of the department

Anna Rosling has planned two department information meetings during the spring. First up is **March 15th** at 13.15 - 14 at <https://uu-se.zoom.us/j/65022753098>

We'll end the semester with a department information meeting on **June 7th** at 13.15 - 14 either at <https://uu-se.zoom.us/j/69917851590> or live depending on the situation then.