

## Employee's Checklist for Separating Employees

The Employee Separation Checklist provides key information related to transitioning roles on campus or departing from the University of Denver. Please note that each unit may have additional requirements or protocols and individuals should inquire within their unit to ensure all requirements are met.

### Operational Responsibilities

Provide letter of resignation, email or hard copy, to your manager.

Please visit the [Separations](#) page of the HRIC website for information on Voluntary and CORE Benefits, COBRA, Parking Permits, EcoPass, Retirement Savings, Tuition Waivers, and other payroll deductions.

### Administrative (as applicable)

\* Activate an out-of-office message on your DU email including a new point of contact.

\* Update voicemail message to reflect departure. Include information on a new point of contact.

Log into PioneerTime and approve your timesheet at the end of your final day of employment. Submit your expense report(s) in Pioneer Travel and Expense.

Review and Approve items in your approval queue(s) (Pioneer Time, Pioneer Travel and Expense Banner).

Work with the employee to review all Zoom cloud recordings. Have them delete any that are no longer needed. If any need to be kept by your department, you or the employee can email [support@du.edu](mailto:support@du.edu) requesting to transfer them to another user.

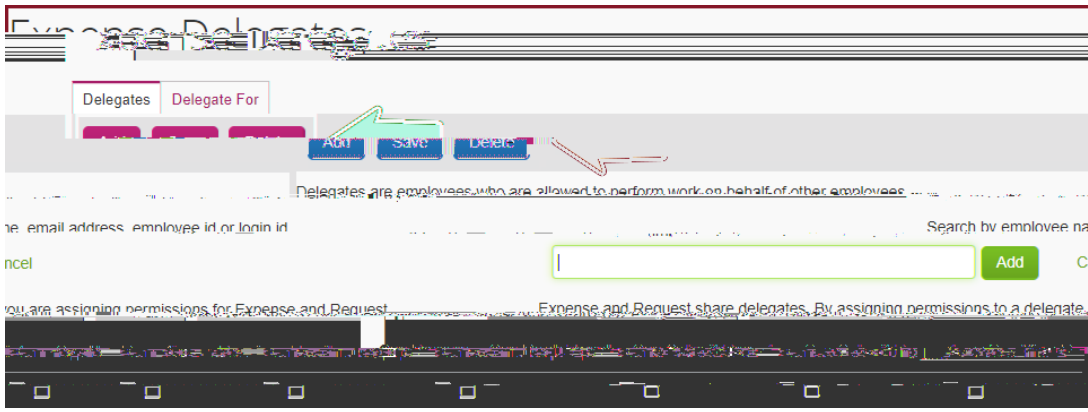
Before their last day of employment, employees should setup a delegate (either their supervisor or business officer) to their Travel & Expense (Concur) account for any outstanding expenses. Instructions for setting up a delegate [v % P • o } Á X

### DU property

Return key(s) to office(s), with HR Partners, at

[AskHRPartners@du.edu](mailto:AskHRPartners@du.edu) with questions regarding this process or to request an in-person exit interview.





7. Select the check boxes to assign the desired permissions for this delegate, when finished, click the **6 D Y** button.



### Important Note:

There can only be two delegates with " & D Q 8 V H 5 H S R U W L Q J" permissions for each user.