The Managers Checklist for Separating Employees is a guide to assist you work through employees transitioning roles on campus or separating from the University of Denver. Please note that each unit/division on campus may have additional requirements or protocols.

Knowledge Transfer Meeting
☐ Arrange a meeting to capture critical knowledge from the departing employee surrounding what skills and competencies are required to perform the job.
☐ Document key findings in order to improve the position for the next person.

Operational Responsibilities

Resignation
☐ Collect letter of resignation from employee.

Transition Paperwork
☐ Complete the online Separation workflow (the workflow is under Employment Actions in the Employee tab in PioneerWeb) prior to the bi-weekly or monthly payroll deadline. Check the Payroll folder in the Employee tab in PioneerWeb for important deadlines.
☐ Direct employees to the Separations webpage to learn about transitioning their benefits and related information.

Administrative (as applicable)
☐ Notify key constituents of the employee’s departure
☐ Remove access to department folders/shared drives.
☐ Change password on shared accounts or mailboxes.
☐ Change voicemail passwords.
☐ Remove employee from applicable web pages/listings.
☐ Arrange to remove employee’s name from department email distribution/contact lists.
☐ Change voicemail message to reflect departure and include information on new point of contact.
☐ Log in to Kronos and approve employee’s time on their last day *(note: you will not be able to do this after employee’s last day)*

Items to Collect (as applicable)
☐ Keys to office(s) and filing cabinets.
☐ Purchasing card and DU ID
☐ Laptop, computer related equipment, and any other University property.

Exit Interview
Please encourage your separating employee to complete the anonymous DU Exit Interview Form before leaving the University. Employees can contact HR @ ext. 13103 with any questions regarding this process.

Departure Conversation
If possible, meet with the employee prior to or on their last day to discuss the employee’s personal successes and their contributions towards the unit, division and/or University level.