

Employee Separation Checklist

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.

Exit Interview

We want to hear from you! Please complete the on-line [DU Exit Interview Form](#) prior to transitioning roles or leaving the University. Contact our HR Partners, at AskHRPartners@du.edu with questions regarding this process or to request an in-person exit interview.

Knowledge Transfer Meeting

- ┆ Develop a list of skills and competencies you feel are required to be successful in the position you held. Document key experiences to provide constructive feedback for the unit/department moving forward.

Operational Responsibilities

Resignation

Provide a 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

*Discuss with your manager prior to completing

- *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.
- ┆ Login to 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).

DU property and cards

Return key(s) to office(s), work/mail room(s) and filing cabinet(s).

Destroy your P-card, EcoPass, & DU ID - All are deactivated upon separation

Return Laptop/desktop and all related equipment (power cords, keyboards, etc...)

as well as any other property of the University of Denver.

Return parking pass to Parking & Mobility Services - Contact Parking at 303.871.3210 for questions regarding this process