

## Manager's Checklist for Separating Employees

The Manager's Checklist for Separating Employees is a guide to assist managers of employees who are transitioning roles on campus or departing from the University of Denver. Please note that each unit may have additional requirements or protocols and individuals are instructed to inquire within their unit to ensure all requirements are met.

### Exit Interview

Please encourage separating employees to complete the anonymous [DU Exit Interview Form](#) prior to separation. Employees can contact our HR Partners, at AskHRPartners@du.edu with questions regarding this process/to request and in-person exit interview.

### 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 incumbent.

### Operational Responsibilities

**Resign, released eligible for rehire, released ineligible for rehire, end of temporary assignment**

- Collect letter of resignation (if resigning) from employee.
- Submit a separation request (PioneerWeb > Employee > Employment Actions > Separations) prior to the bi-weekly or monthly payroll deadline. See the Payroll folder in PioneerWeb for important deadlines.**
- Direct employees to the [Separations](#) page of the HRIC website to learn about transitioning their benefits (if benefitted) 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 PioneerTime and approve employee's timesheet on their last day (note: you will not be able to do this after the employee's last day).

### Items to Collect (as applicable)

- Key(s) to office(s), work/mail room(s), and filing cabinet(s).
- P-card, EcoPass, & DU ID should be destroyed - All are deactivated upon separation
- Laptop/desktop and all related equipment (power cords, keyboards, etc...) as well as any other property of the University of Denver.

### 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 as a whole.