

## Leaving SMU Checklist for Employees

The purpose of this checklist is to assist SMU employees leaving the University. Following are important actions you need to take.

- Submit a letter of resignation to your supervisor as soon as you know you are leaving.
- Ensure that SMU property has been returned to the appropriate department:
  - **SMU ID Card and Parking Decal:** Return to Parking & ID Services.
  - **Dart Pass:** You may keep your DART Pass.
  - **Library Materials:** Books, videos, etc., must be returned to the appropriate library.
  - **Procurement and Gas Cards:** Return to your supervisor. HR will inform Purchasing.
  - **Building/Office/Desk Keys:** Return to your supervisor.
  - **Cell Phone and Pager:** Return to your supervisor.
  - **PC, Laptop, and Other Equipment:** Return to your supervisor.
- You are responsible for all assigned University property and any debt owed to SMU. If assigned property is not returned and debt not paid, collection procedures will be initiated. Settle outstanding charges, balances, fees, and fines for the following:

• Petty Cash	Parking Fees or Fines
• Travel Advances	Rent for SMU Property
• Long Distance Phone Calls	If you have a Procurement Card, ensure that all receipts have been submitted.
• Library Fees or Fines	
- Provide your supervisor with passwords to departmental files and accounts.
- Provide your supervisor with your voice mail access code.
- Set up an auto-reply email message to let others know you are leaving. If your supervisor needs access to the mailbox, the request must be approved by HR.
- Arrange for handover of any relevant work material, including moving folders/files from your hard drive to a shared drive. Prepare any final reports. Determine who will take over your responsibilities after you leave.
- Cancel subscriptions and memberships in committees and professional organizations that are linked to your role at SMU (email lists, magazines, newspapers, etc.).
- If you have a child enrolled in the SMU Preschool & Child Care Center, notify the Center 2 weeks before leaving.
- On your last day**, complete your final time reporting, including sick/vacation time.
  - **Biweekly Employees:** Review your timesheet in my.SMU **and** notify your supervisor of necessary updates.
  - **Monthly Employees:** Be sure all time for current and prior months has been reported. Follow up with your supervisor (or delegate approver) to be sure all timesheets have been approved.
- Your access to the SMU network (email, voicemail, my.SMU) will end on your last day. Move any personal emails or voicemails to your personal accounts and update your mailing address and phone number in my.SMU before your last day.
- If you consented to receive your W-2 electronically, you will have access to your W-2s and pay statements through October 31 of the year following your last paycheck date. If you did not consent to electronic W-2, access to your W-2s and pay statements will end when you leave SMU. **Print copies of any W-2s and pay statements you may need in the future before you leave.**