



## Exiting Checklist for All Staff

### Complete Voluntary Exit Survey

You have the option to complete an online [Voluntary Exit Survey](#) which takes around 15 minutes. Your feedback is important and **strongly encouraged**. Results will provide insights that will help us improve. Feedback is anonymous and results will only be shared in the aggregate. If you would prefer a virtual exit interview with a member of HR, please contact [hr@seattleu.edu](mailto:hr@seattleu.edu) and we will try to accommodate your request.

### Submit Final Leave Report – EXEMPT Staff

If you have unreported leave or plan to take leave before your last day, you will need to submit a final [Leave Report](#). Please complete this at least a week before your last day if possible. Please note your final day of work must be worked and cannot be a vacation day.

### Submit Final Time Entry – NONEXEMPT Staff

As a nonexempt employee, you must submit your final Time Entry in [mySeattleU](#) **on or before your last day**. You will not be able to access your timesheet after your last day. Please note your final day of work must be worked and cannot be a vacation day.

### Update Address

Ensure your address is up to date with HR by logging into [mySeattleU](#). You can follow these [step-by-step instructions](#). This is to ensure your COBRA paperwork and your W2 are mailed to the correct address.

### Save Earnings Statements

If needed, save any Earnings Statements from [mySeattleU](#) to a personal location. Your access to mySeattleU and your previous Earnings Statements will be disabled end of day on your last day. If you would like a copy of your final Earnings Statements sent to you, please contact [Payroll](#) to request this.

### Out of Office Message

An out of office message will be **automatically** placed on your SU email account end of day on your last day for 60 days. **You do not need to set this up**. The out of office message will say:

*“(Your name) is no longer a staff member at Seattle University. Please resend your message to (your supervisor’s email) or to (your department’s name).*

*Thank you.”*

If you are an alum of Seattle University, you will retain your email address and access to it.

### Move Business Documents

Move business documents from your personal OneDrive, My Documents, or SU email to a shared folder with your department. This ensures your department has access to important documents after you leave.

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### **Return University Property & Retrieve Personal Items**

University property to be returned to your supervisor:

- Computer Equipment- any laptop (including laptop lock and combination), desktop computer, monitors, keyboard, mouse etc. Don't forget any SU equipment that was taken home for remote work.
- University issued credit cards
- University issues cell phones
- Campus Card
- Keys

Set up a time to meet your supervisor on campus to return all university property and gather any remaining personal items. If your supervisor is unable to come to campus, they have the option to ask another department representative to meet you for the exchange.

If for some reason you are unable to come to campus, you have the option to mail the university property directly to the department. In which case the department would need to mail any remaining personal items to you.

### **Orca Transit Pass & Parking Permits**

If you have an orca transit pass, it will be deactivated at midnight on your last day. This allows you to use your orca transit pass to return home on your last day. You do not need to turn in your orca transit pass to your supervisor. Parking permits are virtual now and will also be deactivated at midnight on your last day. Contact [Transportation and Parking Services](#) for more information.

Questions? Contact HR Operations at [HROperations@seattleu.edu](mailto:HROperations@seattleu.edu).

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