Supervisor Exiting Checklist for All Staff

Approve Final Leave Report – for EXEMPT Staff
If applicable, approve any final Leave Reports submitted by the exiting employee. Please note, their final day of work must be worked and cannot be a vacation day.

Approval Final Time Entry – for NONEXEMPT Staff
Supervisors must approve the final Time Entry in mySeattleU for nonexempt employees on or before the exiting employee's last day. After the employee's last day, the Time Entry will not be available for approval. Please note that this is different than the regular 2-day window supervisors are usually given.

Return University Property & Retrieve Personal Items
Set up a time to meet your exiting employee on campus so they can return all university property and retrieve any personal items. If you are unable to come to campus, you have the option to ask another representative from your department to meet the exiting employee for the exchange. If you think it would be helpful for Public Safety to be present or to arrange access, please contact them at 206-296-5992.

University property to be returned by the exiting employee:

Type of University Property	Instructions for Handling
Computer equipment	Any laptop, laptop lock and combination, desktop computer, monitors, keyboard, mouse, etc. Don't forget any SU equipment that was taken home for remote work. This equipment stays within your department to be reassigned.
University issued credit cards	Email procard@seattleu.edu to report the ProCard closing. Cut the ProCard in half and return it to the Controller's Office in OBRN 200.
University issued cell phones	Complete a factory reset on the returned phone by going to: Settings>General>Reset>Erase All Content and Settings. This equipment stays within your department to be reassigned.
Campus card	Cut up campus card up and dispose of it.
Keys	Return keys to Public Safety in CLMB 002.

If for some reason the exiting employee is unable to come to campus, they 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 the exiting employee.

Orca Transit Pass & Parking Permits
If the exiting employee has an Orca Transit Pass, they do not need to turn it in. The Orca Transit pass will be automatically deactivated at midnight on their last day. This allows the exiting employee to use their Orca Transit Pass to return home on their last day. SU Parking permits are virtual now and will also be deactivated at midnight on the exiting employee's last day. Contact Transportation and Parking Services for more information.

Out of Office Message

A standardized out of office message will be automatically placed on the exiting employee's SU email on their last day and will last for 60 days. This is to ensure the community knows who to contact in the employee's absence. The out of office message will say:

"(Exiting employee's name) is no longer a staff member at Seattle University. Please resend your message to (exiting employee's supervisor's email) or to (exiting employee's department name).

Thank you."

If you need any alterations made to the standardized out of office message, please contact HR Operations at HROperations@seattleu.edu.

Move Business Documents
Ensure the exiting employee has moved any business documents from their personal OneDrive, My Documents, or SU email to a folder shared with your department. This ensures your department has access to important documents after they leave.

Disable Side System Permissions
The exiting employee's email account and building accesses will be automatically disabled end of day on their last day. However, if an employee has access to additional systems not overseen by ITS, a department designee should ensure access is disabled.

Begin Recruiting Process
When you are ready to start recruiting, go to EngageSU and create a requisition for a staff position. Contact Lee Lee Sparks at sparksl1@seattleu.edu if you have questions or need support.

Seattle U Temporary Pool
If you need temporary support, go to EngageSU and create a requisition for a temporary position.

Analyze Budget Implications
Exiting employees who give required notice are eligible for the cash value of their vacation balance per Section 302 of SU's Employment Policies.

Questions? Contact HR Operations at HROperations@seattleu.edu.