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## Leaving SMU

### Checklist for Employees

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The purpose of this checklist is to assist SMU employees and departments with the exit process when an employee is 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.
- Contact the HR Benefits Representative (Ext 8-2072) to schedule an exit interview to discuss Benefits information and final compensation. For additional information, go to [Employee FAQs](#).
- Ensure that SMU property has been returned to the appropriate department:
  - **SMU ID Card and Parking Decal:** Return to Park 'N Pony and complete form to stop your parking deduction.
  - **Dart Pass:** You may keep your DART Pass.
  - **Library Materials:** Books, videos, etc., must be returned to the appropriate library.
  - **Uniforms and Tools:** If applicable, return to your supervisor.
  - **Procurement and Gas Cards:** Return to your supervisor. HR will inform Purchasing.
  - **Building/Office/Desk Keys:** Return to Kim Currin in Dawson Service Center or 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
  - Travel Advances
  - Long Distance Phone Calls
  - Library Fees or Fines
  - Parking Fees or Fines
  - Rent for SMU Property
  - If you have a Procurement Card, ensure that all receipts have been submitted.
- 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 are the parent of a child enrolled in the SMU Preschool and Child Care Center, give 2 weeks notice to the center.
- On your last day**, complete your final time reporting, including sick/vacation time.
  - **Biweekly Employees:** Review your timesheet in Access.SMU **and** notify your supervisor of any changes that need to be made.
  - **Monthly Employees:** Be sure all time for current and prior months has been reported. In addition, be certain to follow up with your supervisor (or delegate approver) to have your time approved.

- Your access to the SMU network (email, voicemail, [Access.SMU Self-Service](#)) will end on your last day at SMU. Please move any personal emails or voicemails to your personal accounts and update your mailing address and phone number in Access.SMU Self Service before your last day. Please print copies of any paychecks you may need in future to take with you before your last day.