

Checklist for Managers of Staff Separating Under the 2023 Voluntary Separation Incentive Program (VSIP)

Prior to the retirement/separation date, please execute the following activities:

Note: Managers are not required to submit a termination request through BlueSky.

- Provide a general notification to remaining employees of the staff member's retirement/separation from the University.
- Approve work/vacation/floating holiday hours by Friday, June 30 for pay period ending July 9, 2023.
- Reconcile any staff employees' time-off used prior to retirement/separation date (vacation time recorded and approved in BlueSky).
- Reconcile any staff employees' accrued vacation time earned during the last pay period and provide Payroll with a list of remaining accrued vacation for processing by July 14; Payroll will need to enter these manually.
- Inform staff employee that Vacation Final Disbursement will pay out automatically with the July 14, 2023, pay date as long as the employee termination date is June 30.
- Off-cycle severance will be paid on July 21.
- Collect all university-issued property. Employees who are in-person/Hybrid/Remote (local) should return all university issued property in person to manager. Employees who are remote (not local) should return all university-issued property to manager via FedEx. Managers should arrange to have FedEx return charged to the department.
 - Keys for office/desk/cabinets/file-room/etc.
 - Cellular phone, PDA (cancel service), and/or pager/two-way radio.
 - Laptop/tablet/accessories (open a ticket at [IS HelpDesk](#) to determine if the laptop should be salvaged or reimaged).
 - Building/DePaul identification card(s) - Forward DePaul ID to [Blue Demon Card Services](#).
 - Inform staff that a new retiree ID can be obtained from ID Card Services once their status has changed to retiree. ID cards can be mailed home, or the retiree can visit one of the offices in person.
 - Department materials and other proprietary items (e.g., files, records).
- Ensure financial tasks are completed and financial responsibilities are transferred. For any assistance with financial-related questions, [contact Financial Affairs online](#).
 - Collect ProCard and email Laurie Krauel to close the account; submit any outstanding receipts.
 - Ensure that all transaction approvals that the employee is responsible for have been completed in BlueSky.
 - For employees who are Cost Center Owners, ensure that a [delegation has been set up in BlueSky](#).
- Ensure employee has completed and submitted all outstanding performance appraisals for their direct reports before June 30. Failure to do so may delay the employee's severance payout.
- Terminate access to DePaul resources and transfer of data/resources:
 - Submit a [request](#) to deactivate phone access.
 - [Removal of online access](#).
 - Disable Administrator privileges from department social media sites and external systems.
 - Work with [NETADMIN](#) if an autoreply needs to be set up to alert internal and external customers that the employee has left the University and who should be contacted going forward.
- Resolve scheduled trainings, workshops, and travel issues/reimbursements.
- Schedule or confirm date for retrieval of all personal items, if necessary. A property removal form will be needed; contact Facility Operations: Loop at (312) 362-8682 or LPC at (773) 325-7377.
- Disable Administrator authorization for external vendors, consultants, and service providers.

For benefits-related questions, contact the Benefits Team [online](#) or by calling (312) 362-8232. For other questions related to leaving DePaul, contact Employee Relations [online](#) or by calling (312) 362-7182.