Termination Checklist for Managers

When it is known that an employee will be leaving the university, managers are responsible for completing the following actions in a timely manner. (Note: Employees who are being transferred or promoted are not part of the online termination request process.)

Initiate a Termination Request in BlueSky

Managers are responsible for initiating a termination request through BlueSky ***before the employee's last day***; BlueSky allows managers to process a termination with a future date.

All voluntary termination requests must be processed prior to the employee's departure to ensure that all access is removed at the end of the employee's last day and to avoid any overpayment of wages. Please note that employees may NOT use vacation time for their last day worked. Individuals must work on their last day of employment with the university.

1. Log in to **mybluesky.depaul.edu**.
2. Navigate to the **Termination tile** (Home > My Team > Termination).
3. Select an employee you want to terminate, then click on **View Assignment**.
4. Choose the assignment you want to end and click on **Terminate**.
5. Select the **Termination Notification Date** and **Employee's Last Day of Work**. *Note: The Termination Notification Date is when the person notified their manager (or when the person was notified of the termination).*
6. Select a **Reason for Termination** from the dropdown menu.
7. Select an **Action Reason** from the dropdown menu.
8. Add **Termination Documentation** (e.g., resignation letter).
9. If necessary, write some additional information in the **Comments** section.
10. Click **Submit**.

The termination will not take effect until HR Central has approved the request. The requestor will be notified via e-mail once the transaction has been completed.

If an employee's termination date changes prior to their departure, notification of a status change must be made to HR Central by contacting them at hrhelp.depaul.edu or (312) 362-7505.

Note: Once the termination request is completed, the employee will be emailed an Exit Survey. Questions about the Exit Survey can be directed to employeerelations@depaul.edu.

After Initiating a Termination Request in BlueSky

Managers will need to complete the following tasks before an employee's last day. It is recommended to start preparing as soon as the employee's last day has been confirmed and the termination request has been initiated in BlueSky.

- Provide a notification to remaining staff that the employee is leaving the university. Communicating early can avoid gossip or insecurity about the transition. Additionally, review how work may be redistributed temporarily.

- Reconcile any PTO recorded and approved in BlueSky against PTO used prior to termination date.

- 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. *If an employee wishes to purchase or keep any equipment for any reason, Procurement Services must be notified.*
  - 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. (Note: For retirees, a new retiree ID can be obtained from Blue Demon Card Services once their status has changed to retiree. Retiree ID cards can be mailed or the retiree can visit one of the offices in person.)
  - Department materials, files, records and other proprietary items. (Note: Some materials/files may be covered by the Records Retention Schedule or should be transferred to University Archives.)

- Ensure financial tasks are completed and financial responsibilities are transferred. For any assistance with financial-related questions, contact Financial Affairs online.
  - Collect ProCard and contact Procurement Services 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.

- Terminate access to DePaul resources and transfer of data/resources:
  - Complete the Employee Phone Request form to make the appropriate changes to phone access.
  - Email netadmin@depaul.edu and request they transfer any departmental IT resources the employee may manage (e.g., departmental email accounts or lists, W: drive folders, meetings rooms, etc.) to another person in the department. Netadmin can also set up an autoreply to alert internal and external customers that the employee has left the University and who should be contacted going forward.
  - Disable Administrator privileges from department social media sites and external systems.
  - *Note: Information Services provides an overview of the removal of online access for an employee leaving DePaul.*

- Resolve scheduled trainings, workshops, and travel issues/reimbursements.

- Schedule a time for pickup of personal items. A property removal form will be required for Loop Campus employees; contact Loop Public Safety at (312) 362-8400.

- 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.