UNIVERSITY OF DENVER

Employee's Checklist for Separating Employees

The Employee Separation Checklist provides key information related to transitioning roles on campus or departing from the University of Denver. Please note that each unit may have additional requirements or protocols and individuals should inquire within their unit to ensure all requirements are met.

- Operational Responsibilities
  - ✓ Provide a letter of resignation, email or hard copy, to your manager.
  - ✓ Please visit the Separations page of the HRIC website for information on Voluntary and CORE benefits, COBRA, Parking Permits, EcoPass, Retirement Savings, Tuition Waivers, and other payroll deductions.
- Administrative (as applicable)
  - ✓ *Activate an out-of-office message on your DU email including a new point of contact.
  - ✓ *Update voicemail message to reflect departure. Include information on a new point of contact.
  - ✓ Login to PioneerTime and approve your timesheet at the end of your final day of employment. Submit your expense report(s) in Pioneer Travel and Expense.
    Review and Approve items in your approval queue(s) (Pioneer Time, Pioneer Travel and Expense, Banner).
  - ✓ Work with the employee to review all Zoom cloud recordings. Have them delete any that are no longer needed. If any need to be kept by your department, you or the employee can email support@du.edu requesting to transfer them to another user.
  - ✓ Before their last day of employment, employees should set up a delegate (either their supervisor or business officer) in their Travel & Expense (Concur) account for any outstanding expenses. Instructions for setting up a delegate in pages below.
- DU property
  - ✓ Return key(s) to office(s), work/mail room(s) and filing cabinet(s).
  - ✓ Return or Destroy your P-card, EcoPass, & DU ID - All are deactivated upon separation
  - ✓ Return Laptop/desktop and all related equipment (power cords, keyboards, etc...) as well as any other property of the University of Denver.
  - ✓ Return parking pass to Parking & Mobility Services - Contact Parking at 303.871.3210 for questions regarding this process

Exit Interview

We want to hear from you! Please complete the Employee Exit Survey prior to transitioning roles or leaving the University. You will only have access to this link and email if your manager has processed a separation form on your behalf. Contact our HR Partners, at AskHRPartners@du.edu with questions regarding this process or to request an in-person exit interview.

Setting up Expense Delegates

Modified on: Wed, Nov 2, 2022 at 2:28 PM

Learn how to set up expense delegates in Pioneer Travel & Expense.

F.A.Q.

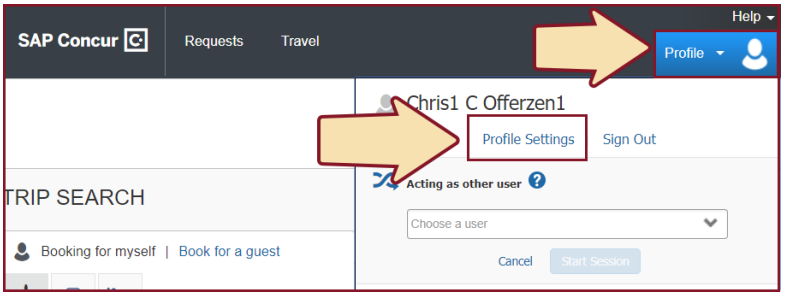
How are delegates used in Pioneer Travel & Expense?

Delegates in Pioneer Travel & Expense are generally employees who are responsible for helping a superior compile and document expense reports. **When setting up a delegate, keep in mind that only the person who made the purchases on an expense report can submit the expense report.** Delegates can, however, add receipts, book travel, and prepare the reports.

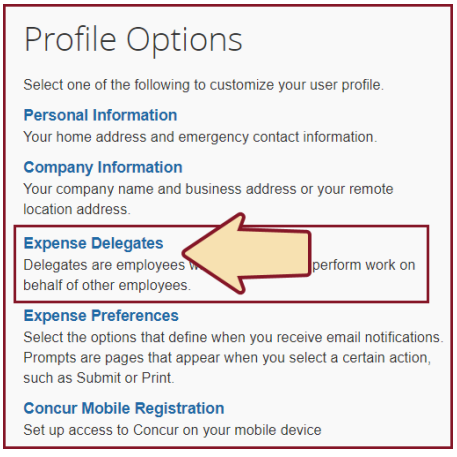
1. (https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034033-logging-in-to-pioneer-travel-and-expense)**Log in to Pioneer Travel & Expense** (https://dusharedservicescenter.freshdesk.com/en/support/solutions/articles/30000034033).

2. Make sure your e-mail address has been verified in Pioneer Travel & Expense. This process will not work properly if your email isn't verified.

3. Click **Profile > Profile Settings.**

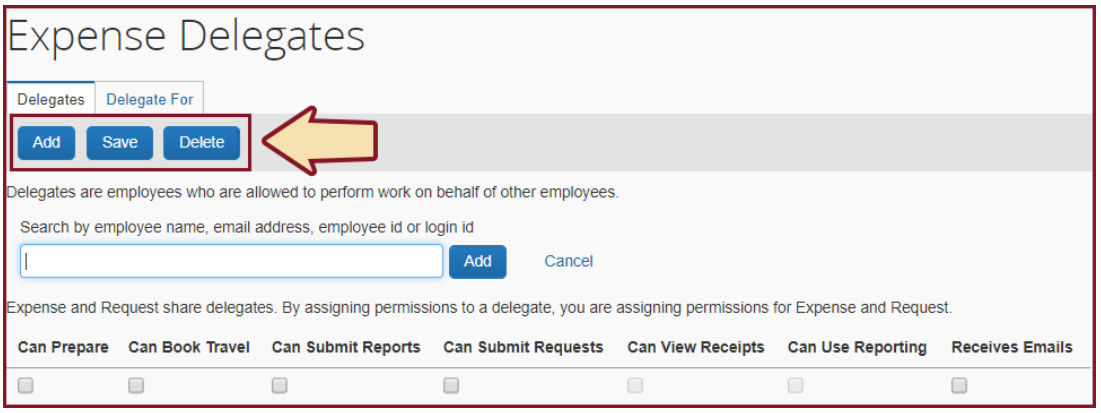


4. Click **Expense Delegates.**



5. Click the **Add** button.

6. Search for the employee by name, when found, click on their name.



7. Select the check boxes to assign the desired permissions for this delegate, when finished, click the **Save** button.

Important Note:
There can only be two delegates with "**Can Use Reporting**" permissions for each user.