

- x SMU ID Card and Parking Decal Return to Parking & ID Services.
- x Dart Pass You may keep your DART Pass
- x Library Materials Supervisor With (you) 2 Year Access (add c(a)0.9 (.9 (r)17)3.7 (B0.9 (r)3. 0.771 0 Td [(e)-

- Set up an auto-reply email message to let others know you are leaving. If your supervisor needs access to your mailbox, the request must be approved by HR.
- Arrange for handover of any relevant work material, including folders/files from your hard drive to a shared drive. Prepare any final reports. Determine who will take your responsibilities after you leave.
- Cancel subscriptions and memberships committees and professional organizations that are linked to your role at SMU (email lists, magazines, newspapers, etc.).
- If you have a child enrolled in the SMU Preschool & Child Care Center, notify the Center 2 weeks before leaving.
- On your last day complete your final time reporting, including sick/vacation time
  - x Biweekly Employees Review your timesheet in mySMU and notify your supervisor of necessary updates
  - x Monthly Employees: Be sure all time for current and prior months has been reported and follow up with your supervisor (or delegate approver) to be sure all timesheets have been approved.
- Your access to the SMU network (email, voicemail, SMU) will end on your last day. Move any personal emails or voicemails to your personal accounts and update your mailing address and phone number in my