



- The telephone voice mail passcode and messages must be changed. The passcode and message can be changed if the employee provides her/his passcode. If the passcode is not obtained from the employee, contact Telephone Services at [phones@sfu.ca](mailto:phones@sfu.ca) or 778-782-4113 to request a passcode change.
- If the employee has an existing cell phone plan through the University, the supervisor or her/his designate must ensure that the plan is cancelled. If the employee is in possession of a phone or any related hardware belonging to the University, this property must be returned to the supervisor or her/his designate.
- Parking decals must be returned to Parking Services Burnaby Campus. If the employee has not returned their decal, the supervisor must send an email to notify Parking Services of the employee's separation at Surrey Campus. If the departing employee holds a parking decal, the supervisor must note the employee's separation Routing Slip in the online database at <http://seacsdbsurrey.sfu.ca/routingslip/routingslip.php> and return the decal to Facilities.
- All University materials and/or equipment in the employee's possession, as a result of her/his employment, and located outside University property (e.g., at the employee's residence), must be returned to the University. If the employee is leaving on short notice, it may be necessary to make arrangements with the employee to pick up materials and/or equipment at the offsite location.
- Notify pertinent departments of the employee's departure. The supervisor or her/his designate is responsible to