

Graduate Students

***Return this form to the CBC HR Office, Newman-Wolfrom 1102 on or before your last working day.**

Department of Chemistry & Biochemistry Exit Form

Name _____ Employee ID _____

Last Day of Employment (this is the last day on your contract) _____

____ Are you Graduating? Yes or No

____ If you are graduating what are your plans? I.e. leaving the University, wanting to work in the department after graduation. Please explain _____

____ **Return keys:** See Kevin Dill/ Jerry Park in Materials Management in CBEC Room 165 to return all keys.____ **Update address and contact info:** If necessary, please update your forwarding address and/or contact information at eprofile.osu.edu>Personal Information Summary link to ensure delivery of your final pay check(s) and W-2.____ **Disable accounts and return OSU property:** See Computer Support (NW 2105) to disable user accounts and return any OSU property/assets. Initials Required.____ **Safety Checkout:** Obtain clearance with the department's Chemistry Safety office. Contact John Herrington at 679-1820 or Don Tong at 679-1438 for an appointment. Initials required.____ **Check out with Graduate Studies:** All graduate students must see the Graduate Studies office (1110 NW) prior to departure.____ **Visa holders:** Remember to check out at OIA (Office of International Affairs 1712 Neil Ave.)

-J-1 visa holders: Be sure to fill out the J1 departure form and turn a copy in to the Service Center (100 Journalism Building).

____ **E-mail:** Please visit osu.edu to set forwarding. Note that your continued use of an OSU email address is conditional on graduation or retirement. In all other cases you will need OSU Sponsored Guest access to continue receiving email to your Chemistry and/or osu.edu address. Please contact the HR Office for details.

____ **OPERS/STRS Refund/Rollover:** Review your OPERS/STRS options. Contact STRS at 614-227-4090 or OPERS at 1-800-222-7377 or visit www.strsoh.org or www.opers.org for more information.

Signature _____

Date ____/____/____

AFTER COMPLETION, PLEASE RETURN THIS FORM TO THE HR OFFICE (1102 NW).