

If you are ending your employment in the Department of Chemistry and Biochemistry, please complete the exit form below.

***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 _____

Title _____ Last Day of Employment _____

____ **Letter of resignation:** A typed letter of resignation is required for all departing employees, including student employees. Please include your last day of work in the letter, sign your letter, and give a copy to your supervisor and the HR office.

____ **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.

____ **Visit IT:** See Computer Support (NW 2105) to verify that account has been disabled and return any OSU property/assets. Initials Required. Assistance in forwarding email if needed.

____ **Safety Checkout:** Obtain clearance with the department's Chemistry Safety office. Contact John Herrington at 579-3569 or Don Tong at 597-3298 for an appointment. Initials required.

____ **Graduate Students:** 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 my.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).

HR office use only:

_____ Obtain letter of resignation

_____ Enter HRA to process employee termination

HRA# _____

_____ Verify cancellation of Chem accounts with IT

Date IT Notified: _____

_____ Transfer personnel file to new Dept/term drawer

Date Transferred: _____

_____ Remove name from mailboxes

_____ If staff member, send exit survey