

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.

___ **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.

___ **E-mail:** Staff will lose access to their email account after the last day of work. You will want to make sure important documents are saved elsewhere and update email contacts of a new address prior to this date. For questions on access please reach out to the IT office before leaving.

___ **Return keys:** See Kevin Dill/ Walter Williams in Materials Management in CBEC Room 165 to return all keys, Carol Barnes (148A Bio Sci) for South Campus.

___ **Visit IT:** See Computer Support (NW 2105) to verify that account has been disabled 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. Carol Barnes 614-292-5517 for South Campus. Return all PP&E by this time.

___ **Graduate Students:** All graduate students must see the Graduate Studies office (1110 NW) prior to departure.

___ **Visa holders:** Remember to complete your international checkout through OIA.

___ *-J-1/H-1 visa holders:* Be sure to fill out the online departure forms through International Buckeye.

___ **Biweekly Timesheets:** Biweekly employees need to submit their final timesheets by end of business day on the last day of biweekly employment. Timesheet access will go away.

___ **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).

Updated: 12/14/2018

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