

**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.**

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## 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](mailto:eprofile.osu.edu)>Personal Information Summary link to ensure delivery of your final pay check(s) and W-2. You lose access after your last day and tax forms are mailed in January the following year.

\_\_\_ **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 614-597-3569 or Don Tong at 614-597-3298 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.

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\_\_\_ **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](http://www.strsoh.org) or [www.opers.org](http://www.opers.org) for more information.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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