

Employee Exit Checklist

This checklist is intended to help you complete the exit process. Check off each area as applicable and return to your supervisor prior to your departure.

Date Completed

- _____ **SUBMIT LETTER OF RESIGNATION OR SIGN TERMINATION FORM**
- _____ **COMMUNICATE WITH DEPARTMENTAL/UNIT PERSONNEL CONTACT REGARDING UNUSED VACATION BALANCE, IF APPLICABLE**
- _____ **SIGN FINAL TIMESHEET AND SUBMIT TO YOUR SUPERVISOR**
- _____ **RETURN OFFICE EQUIPMENT BORROWED FROM DEPARTMENT OR UNIVERSITY**
- _____ **PAY ANY OUTSTANDING PETTY CASH AMOUNTS DUE OR TRAVEL ADVANCES**
- _____ **PROVIDE DEPARTMENT/UNIT WITH FORWARDING ADDRESS OR CHANGE MAILING ADDRESS THROUGH EMPLOYEE ON-LINE SERVICES**
(http://infosu.orst.edu/?twgkwbis.P_WWWLogin)
- _____ **CHANGE CHECK DELIVERY, IF NEEDED** *(provide information to department/unit personnel contact or Payroll Office prior to termination)*
- _____ **RETURN OSU CORPORATE CHARGE CARD TO DEPARTMENT/UNIT PERSONNEL CONTACT**
- _____ **CONTACT OSU BENEFITS OFFICE REGARDING CONTINUATION OF INSURANCE BENEFITS, IF APPLICABLE, INCLUDING COBRA RIGHTS, LIFE INSURANCE, LONG-TERM CARE, ETC.**
- _____ **CONTACT PARKING SERVICES ABOUT POSSIBLE REFUND OF PARKING PERMIT FEE, IF APPLICABLE**
- _____ **RETURN BOOKS OR MATERIALS CHECKED OUT FROM OSU LIBRARY**
- _____ **RETURN DEPARTMENT/UNIT/OSU BUILDING KEYS TO THE OSU KEY SHOP**
*OSU Key Shop
Facilities Services
510 SW 15th*
- _____ **IF YOU WORKED WITH CHEMICALS:**
Contact Environmental Health and Safety for exit information at 737-2273