

This checklist is intended to help supervisors or departmental staff to complete an employee's exit process. Check off each area as applicable. Please retain completed checklist in the employee's departmental personnel file in compliance with the OSU Records Retention Schedule.

Employee Information

Last Name First Name Middle Name University ID Position Number Suffix

Items to be Completed

Date Completed

_____ **COMPLETED TERMINATION FORM WITH LETTER OF RESIGNATION.** If no letter is received, employee must sign the Termination Form. The Termination Form is available in the termination area of the OSCAR website: <http://oscar.oregonstate.edu>.

_____ **FOR THOSE TERMINATING ANY TIME OTHER THAN PAYDAY, SUBMIT A TERMINATION PAY REQUEST FORM TO PAYROLL IN ADVANCE OF THE EMPLOYEE'S LAST DAY.** The Termination Pay Request form is available in the termination area of the OSCAR website: <http://oscar.oregonstate.edu>.

_____ **OBTAIN EMPLOYEE'S FORWARDING ADDRESS OR DIRECT THEM TO OSU ONLINE SERVICES** at https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin.

_____ **EMPLOYEE WHO WORKED WITH CHEMICALS.** Direct to Environmental Health & Safety for exit information at (541) 737-2273.

_____ **CANCEL BANNER ACCOUNT ACCESS.** Normal access removal processing takes several days. Please coordinate cancellation of access accordingly. Complete the Banner & Data Warehouse Request for Access form at: <http://oregonstate.edu/dept/computing/banner/access.html>.

_____ **CANCEL OSCAR WEBSITE ACCESS TO THE ONLINE POSITION DESCRIPTION AND RECRUITMENT ACTIONS.** Notify human.resources@oregonstate.edu to remove access for this employee

_____ **UPDATE SYAINST IF EMPLOYEE IS AN INSTRUCTOR OR GRADER.** If employee will continue to teach, remove GRDR attribute from SYAINST if one exists. If no longer teaching, create a new effective term in SYAINST (click *Maintenance*), uncheck Faculty box and remove FAC attribute. This can be done in the department by someone with Head Advisor Banner Access.

_____ **CANCEL ADVISOR SELF SERVICE WEB ACCESS.** If the Advisor box is checked in SYAINST, notify isbanacc@oregonstate.edu to remove Advisor Self Service access for this employee.

_____ **CANCEL OSU EMAIL ACCOUNT, IF APPLICABLE.** Contact department/unit network administrator.

_____ **CANCEL NETWORK / SHARED DRIVE ACCESS.**

_____ **CANCEL ACCESS TO ANY WEB APPLICATIONS WITH PERMISSIONS.**

_____ **CANCEL COMMUNICATION ALLOWANCE.** The form is available in the Payment Request area of the OSCAR website at <http://oscar.oregonstate.edu>.

_____ **CANCEL PURCHASING CARD AUTHORIZATION.** Contact Business Affairs Payables Office at (541) 737-4262.

_____ **CANCEL VISA CORPORATE CARD.** Contact Business Affairs Payables Office at (541) 737-4262.

_____ **CANCEL TELECOMMUNICATIONS CARDS / PASSWORDS.** Contact departmental telephone coordinator for termination of access.

_____ **VERIFY KEYS WERE TURNED IN.** Contact Key Shop at (541) 737-3565.

_____ **COLLECT OFFICE EQUIPMENT LOANED OUT TO EMPLOYEE.**

_____ **COLLECT OUTSTANDING PETTY CASH AMOUNTS DUE OR TRAVEL ADVANCES.**

_____ **COLLECT AND DESTROY OSU ID CARD IF EMPLOYEE IS LEAVING OSU COMPLETELY. FOR TEMPORARY EMPLOYEES, COLLECT AND DESTROY RECREATIONAL SPORTS / DIXON RECREATION CENTER MEMBERSHIP CARD.**

Department Contact Information

Completed by _____ Date _____ Phone _____