

**ASTRONOMY
EMPLOYEE EXIT CHECKLIST**

Employee Name _____ Department: ASTRONOMY

OSU ID Number _____

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Separation Date _____ Reason for Separation _____

Date met with Employee: _____

Employee responsibility

_____ Schedule Benefits Consultation

_____ Clean out desk

_____ Remove Name plate

_____ Return Procurement Card

_____ Remove Personal Info from Computer

_____ Verify Desktop/equipment remain

_____ Transfer of Laptop to new Institution

_____ Return Keys

_____ Return T & P Hang Tag

_____ Update Address in the HR system

_____ PERS refund/ rollover form completed if contributions have been made to Retirement (PERS history record must be on file in OHR). Contact STRS directly at 277-4090 for STRS refund form.)

HRP Verification

Date of return: _____

Date of Verification: _____

Date of Transfer: _____

Date of Return: _____

HRP responsibility

_____ Obtain Letter of Resignation

_____ Enter HRA to process employee termination

_____ Cancel Email Account

_____ Cancel Admin System access

A. Email access@osu.edu (PS, e Systems)

B. Email orhelpdesk@osu.edu (PI Portal, OSP systems)

_____ Transfer Personnel file to new Dept, if applicable **Date Transferred:** _____

_____ Remove name from mailbox

_____ Take name off Department phone list

_____ Change name associated with phone number (8help@osu.edu), reset voicemail

_____ Take name off name board (4th fl) and electronic board (1st fl)

_____ Take picture off display board

HRA# _____

Date IT Notified: _____

Date Emailed: _____