



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

Exit Checklist – For Supervisor Use Term Retire Transfer

| | | | |
|--|--|-------------------------------|--|
| Employee Name: | | Employee ID: | |
| Title: | | Termination/ Last Day: | |
| Department: | | Supervisor Name: | |
| | | | Date Completed <i>(Indicate N/A if not applicable)</i> |
| Receive resignation and forwarded to HRP | | | |
| Enter Terminate HRA | | | |
| Contact HRP to fill the position, if needed | | | |
| If a supervisor, inform HR who will be taking over supervision of staff/students | | | |
| Send request to EHE_HR@osu.edu to remove all system access if needed: | | | |
| <input type="checkbox"/> PeopleSoft – HR; PeopleAdmin <input type="checkbox"/> PeopleSoft – Financials <input type="checkbox"/> eReports <input type="checkbox"/> SIS <input type="checkbox"/> Travel <input type="checkbox"/> PI Portal <input type="checkbox"/> Advancement System – TAS, Deznet | | | |
| Verify assigned assets and notify fiscal associate | | | |
| Collect university property: | | | |
| <input type="checkbox"/> Buck-ID cards <input type="checkbox"/> Laptop/iPad <input type="checkbox"/> OSU Business cards/note pads <input type="checkbox"/> University Credit Card, PCard <input type="checkbox"/> Other OSU property: _____ | | | |
| Remove building/room access: | | | |
| <input type="checkbox"/> Collect Keys: building, office, desk/file cabinet keys <input type="checkbox"/> Change electronic keypad entry code <input type="checkbox"/> Cancel card swipe access (if applicable) | | | |
| Remind employee to update contact information in Employee Self Service; if student, also at BuckeyeLink | | | |
| Verify all timesheets and leave requests are submitted & approved | | | |
| Notify OIT: email account, computer access, listserv removal | | | |
| Remove Employee Mailbox slot | | | |
| Remove Copier Code access | | | |
| Complete Exit Interview/Survey (optional) | | | |

*Checklist should be completed within a week of initial exit date.

Printed Name _____ Signature _____ Date _____

Return to HRP to retain in personnel file