

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**
- _____ **SUBMIT FINAL TIMESHEET TO YOUR SUPERVISOR**
- _____ **RETURN OFFICE EQUIPMENT BORROWED FROM DEPARTMENT OR UNIVERSITY**
- _____ **PROVIDE DEPARTMENT/UNIT WITH FORWARDING ADDRESS OR CHANGE MAILING ADDRESS THROUGH ONLINE SERVICES VIA MYOSU AT:**
<https://myosu.oregonstate.edu>
- _____ **IF YOU ARE NOT A CITIZEN OR PERMANENT RESIDENT OF THE U.S., CONTACT INTERNATIONAL STUDENT AND FACULTY SERVICES (ISFS) AT:**
intl.hire@oregonstate.edu
- _____ **CHANGE CHECK DELIVERY, IF NEEDED** *(provide information to department/unit personnel contact or Payroll Office prior to termination)*
- _____ **RETURN OSU ID CARD AND CORPORATE CHARGE CARD (if applicable) TO THE DEPARTMENT/UNIT PERSONNEL CONTACT**
- _____ **CONTACT OSU BENEFITS UNIT 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 YOUR SUPERVISOR**
- _____ **IF YOU WERE IN CHARGE OF A LAB THAT UTILIZED CHEMICALS:**
Contact Environmental Health and Safety for exit information at 737-2273
- _____ **IF YOU WILL BE FILING FOR UNEMPLOYMENT BENEFITS, LIST OSU HR, KERR 122 MAILING ADDRESS AS EMPLOYER'S ADDRESS.**