Checklist for Staff Leaving Student Affairs
(Additional information can be found at the Office of Human Resources web site at [http://hr.osu.edu/events/termemployment.htm](http://hr.osu.edu/events/termemployment.htm))

1. Have you given proper notification of your intent to leave? If resigning or retiring, you must submit a written letter to your supervisor indicating the last date you plan to work. If transferring to another OSU department, please provide a written notice including the department you are transferring to, and the effective date.

2. You may participate in an exit interview. This is your opportunity to give feedback to Student Affairs including suggestions for improvement of working conditions, your reasons for leaving, and any other information you feel is relevant. The interview is voluntary, but the information obtained will be useful in identifying employee concerns. All information will be kept confidential. Contact Jim Kane (688-4705) or David Rugless (292-9629) in Student Affairs Human Resources to arrange an interview. If you do not request an interview, an exit interview form will be mailed to your home address, and you may complete and return it at your convenience.

3. Is your mailing address up to date? Important for tax statement (W-2) and other final university mailings. Please send confirmation of your address and phone number to 620 Lincoln Tower, 1800 Cannon Dr. You may include this on your resignation letter. If you move between now and next January, please notify us of your new address prior to OSU’s mailing of W-2 forms. If you haven’t done so previously, you may sign up for on-line W-2 delivery so that you’re assured of receiving your next tax form even if you change addresses. To sign up, go to [http://epayroll.theworknumber.com/osu](http://epayroll.theworknumber.com/osu).

4. Do you have OSU property in your possession?
   - Pager (return to Service Desk, 128 Lincoln Tower)
   - Keys (return to your supervisor)
   - Uniform(s) (return to your supervisor)
   - OSU ID card (return to your supervisor if you are leaving the university; keep if you are transferring to another department at OSU)
   - ID badge (return to your supervisor)

5. **If you have an OSU parking hangtag, you will continue to be charged monthly for it unless you turn it in to Transportation & Parking, room 160 Bevis Hall on West Campus.** Invoices will be sent to your home address by T&P when you can no longer pay for it through payroll deduction. Avoid unnecessary expense by turning in your hangtag at Bevis.

6. For biweekly paid staff: Your final pay will be issued 2 weeks from the end of the last pay period in which you had hours.

7. **Monthly paid staff:** Make sure your timekeeping for your final month is brought up-to-date, so that accurate payouts can be calculated. Final pay for **monthly paid staff** is issued the same month as resignation.

8. Your final pay will include applicable payouts: Any remaining balance of vacation time not to exceed your annual carryover limit (if you are leaving OSU) and/or comp time (if you are leaving Student Affairs or OSU). If you are RETIRING with at least 10 years of service, your payout will also include ¼ of your remaining ill balance, to a maximum sick leave payout of 240 hours.

9. **If you are leaving OSU, you may wish to apply for refund or rollover of your OPERS retirement contributions.** For a refund application form, contact Student Affairs Human Resources, 620 Lincoln Tower, 292-2431 or download a form from the web at [http://hr.osu.edu/hrpubs/forms.htm](http://hr.osu.edu/hrpubs/forms.htm). Note that if you take a refund of contributions, you lose that service credit toward future retirement benefits in the event you return to public service. Therefore, consider carefully whether this is the best option. Funds may also be rolled over into another retirement-type account such as an IRA or a 401-K with a future employer.

10. Your insurance coverage provided by OSU ends upon your termination. You are covered through the end of the pay period for which you last receive compensation. **If you need continuation of coverage, contact OSU Benefits at 292-1050 for information on COBRA.**

11. If you are retiring, be sure you have had a personal meeting with a retirement counselor from OSU Benefits. They will advise you on insurance coverage, retirement pay, and other benefits available as an OSU retiree. Call Benefits Consulting, 292-1050.