EXIT CHECKLIST
STUDENT EMPLOYMENT EXPERIENCE

Use the following checklist when your student employee is leaving their position with The Office of Student Life.

☐ Collect a two-week notice from the student employee. If possible, request that your student deliver this information to you. Providing a two week notice is outlined as an expectation for students in the Student Employment Policy, and is an important professional practice for the student to experience.

☐ Determine the student’s last day of employment. According to Policy 10.10, graduating undergraduate student employees can continue working past their graduation until the last day of finals week of the following term. Note that for fall and spring, this term is equal to the first seven week period of the semester. Summer term covers the entire semester.

☐ Submit an HR Action request for termination. If you are entering only one student, you can enter the information directly into HRA. For your convenience, you can also copy multiple students’ information from timekeeping and paste to a Student Termination Spreadsheet. This spreadsheet can be uploaded to process multiple student terminations in one HRA request. If you do not have access to the HR Action tool submit the termination request to slhr@osu.edu.

☐ Students taking a semester off: If your student is only leaving for a semester and plans to return, you do not need to process a termination. However, you do need to place a HOLD Code on the student’s timekeeping for any employee not working for over a 30 day period. See the Timekeeping HOLD Job Aid for more info. Note: If the student will have a break of more than 120 days a termination must be submitted and the student will need to go through the rehire process upon return.

☐ Schedule an exit interview. Holding a brief exit interview with your student provides the employee a meaningful opportunity to reflect on their experience and provides you with valuable feedback for the department. SLHR provides a student employee exit interview protocol strategically designed to meet these two purposes.

☐ Collect equipment and remove access. Each position is unique in the equipment, uniform, building access, and technology access that is given to the student employee. Work with your department to determine the best protocol for your student, but take note of the most common and/or critical procedures to follow.

☐ Building Access. This may be a physical key or BuckID access to specific buildings/offices on campus. To remove BuckID access, enter a Remedy ticket by calling 2-HELP: request a BuckID Card Access & Privileges ticket to shut down access for departing employees.

☐ Student Life Domain Access. If your student has access to login to a Student Life computer, it is critical that this access be removed on the student’s last day of employment. A request can be made to delete an account through Student Life Technology Services.

☐ Email. Be sure to remove the student from any department email lists or rosters. If your student was given a student staff email (.s account), this should be deactivated automatically through OCIO. You can call 688-4375 for more information on staff email deactivation.

Questions? Contact SLHR@osu.edu | 614-292-2431