

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**
  
- \_\_\_\_\_ **SIGN FINAL TIMESHEET AND SUBMIT TO YOUR SUPERVISOR**
  
- \_\_\_\_\_ **RETURN OFFICE EQUIPMENT BORROWED FROM DEPARTMENT OR UNIVERSITY**
  
- \_\_\_\_\_ **PROVIDE DEPARTMENT/UNIT WITH FORWARDING ADDRESS OR CHANGE MAILING ADDRESS THROUGH EMPLOYEE ONLINE SERVICES AT:  
<http://infosu.oregonstate.edu/login>**
  
- \_\_\_\_\_ **CHANGE CHECK DELIVERY, IF NEEDED** (*provide information to department/unit personnel contact or Payroll Office prior to termination*)
  
- \_\_\_\_\_ **RETURN OSU CORPORATE CHARGE CARD TO DEPARTMENT/UNIT PERSONNEL CONTACT, IF APPLICABLE**
  
- \_\_\_\_\_ **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 THE OSU KEY SHOP**  
*OSU Key Shop  
Facilities Services  
510 SW 15th*
  
- \_\_\_\_\_ **IF YOU WERE IN CHARGE OF A LAB THAT UTILIZED CHEMICALS:**  
*Contact Environmental Health and Safety for exit information at 737-2273*