

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>**
- _____ **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 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
- _____ **IF YOU WILL BE FILING FOR UNEMPLOYMENT BENEFITS, LIST YOUR BUSINESS CENTER HR OFFICE MAILING ADDRESS AS EMPLOYER'S ADDRESS.**