



This checklist is intended to help supervisors to complete an employee's exit process. Date each area, as applicable. Please retain completed checklist in the employee's departmental personnel file in compliance with the OSU Records Retention Schedule.

Employee Information

Last Name _____

First Name _____

Middle Name _____

Items to be Completed

Date Completed

RESIGNATION: Forward employee resignation to Business Center Human Resources for processing. If written resignation is not received, employee will need to sign the Termination form. Form is available in the Terminations section of the OSCAR Website <https://oscar.oregonstate.edu/>. **Note: Regular students are not required to submit a termination letter.**

EMPCENTER TIMESHEET: Estimated time and leave is to be entered into EmpCenter by the employee and approved by Supervisor. If the estimate changes, contact your Business Center immediately.

COMMUNICATION ALLOWANCE: Cancel communication allowance by completing the OSU Communication Allowance Reimbursement Agreement. Form is available in the Payment Request section of the [OSCAR](#) Website .

OSU EMPLOYEE ID CARD: Collect OSU ID Card and forward to the OSU ID Center.

KEYS & ACCESS CARDS: Collect all OSU keys and access cards from the employee and return to the Key Shop using the form found at <http://hr.oregonstate.edu/documents/key-return-and-deposit-request>.

TELECOMMUNICATIONS CARDS: Collect and contact departmental telephone coordinator for termination of access.

EQUIPMENT: Collect all OSU Equipment loaned out to the employee.

BANNER ACCOUNT ACCESS: The process to remove access takes several days. Cancel access by sending an email request including the employee's name, University ID or ONID ID and termination date/time to isbanacc@oregonstate.edu.

NETWORK SERVICES: Cancel all applicable access by contacting department/unit network administrator.

*OSU Email Account

*Network/Shared Drive Access

*Access to any Web Applications with permissions

OSU Corporate Credit Card: Ensure the employee emails Business Affairs at baff.accounting@oregonstate.edu that they are leaving the University and ask them to destroy the credit card.

OSU Procurement Card: If your employee is a card custodian or a budget authority for an OSU Pcard, ask them to email Business Affairs at baff.accounting@oregonstate.edu with their name and last four digits of the card number that they are leaving the University, ensure they destroy the PCard, and ensure they have notified other users that they will need to contact Business Affairs for a new card.

OSU LAB(s) : If employee is the responsible owner of a lab **AND** is leaving OSU **OR** if the lab utilized chemicals and is closing, contact Environmental Health and Safety for exit information at (541)737-2273. Does not include employees/student who worked in a lab.

ADVISOR SELF SERVICE WEB ACCESS: Send email to isbanacc@oregonstate.edu to remove Advisor Self Service access

MAILING ADDRESS: Direct employee to Online Services via [MyOSU](#) to update their mailing address, as appropriate.

PARKING: Direct employee to Parking regarding possible prorated refund of Annual Parking Permit.

Email parking@oregonstate.edu or by phone at (541)737-2583.

HEALTH INSURANCE CONTINUATION: If employee has questions regarding their benefits, direct them to Employee Benefits at (541)737-2805 or employee.benefits@oregonstate.edu. Direct Graduate Students to Student Health Services (541)737-6748.

IF EMPLOYEE WAS A SUPERVISOR:

*Provide your Business Center HR Contact with name of NEW SUPERVISOR for direct report(s) so it can be changed in Banner.

*Ask employee to complete Classified and Faculty evaluations, as appropriate.

Completed by _____

Date _____

Phone _____