

Exit Checklist

Name: _____

Last Day: _____

- If transferring to an OSU department, the name and phone number of HR person or other contact person in the new department.

Name:
Dept:
Phone:
Position:

- Exit interview scheduled for

Date:

- Contact OIT/Help Desk regarding email

- Procurement card returned to Director of Purchasing

- OSU ID Card returned (if leaving OSU)

- Submitted any pending leave slips and/or timesheets

- Timekeeping completed before termination

Partial Pay Period

MO=(monthly salary÷working days in month)×actual days worked

BW=hourly rate×hours worked

- Terminated/transferred in PeopleSoft HR system (with effective date of the day following the last day worked; transfer done by other dept)

- Vacation Payout request sent to Payroll (if leaving OSU; done after all timekeeping has been entered; must be sent before payroll deadline even if the term date is after the deadline)

Accrual for Partial Pay Period

MO=(monthly accrual÷working days in month)×actual days worked

BW=accrual rate×hours worked

- Remind employee to return parking pass to T&P (if leaving OSU)

- Inactivate position (if a new position is being created)

- Key(s) to building and offices returned

- Coordinate with System Manager and Supervisor to make any necessary changes to website or staff directories

- Send email to appropriate unit about employee departure

Forwarding Address: _____
