

## Voluntary Termination Checklist Completed by Manager

### Regular Staff

- Obtain letter of resignation. Request two-week notice.
- Submit HR Action Request (<https://hraction.osu.edu>) for termination and attach copy of resignation/retirement letter.
- Collect all OSU property (cell phone, PDA, laptop, iPad, OSU business cards, note pads, University credit card, departmental parking pass, pager, building keycard, etc.) and all office, desk, or filing cabinet keys prior to last day.
- Remove any building/door security accesses linked with the individual's BuckID or ID card (via building coordinator).
- Let employee know that they are responsible for returning OSU Parking Permit to CampusParc and completing the [Payroll Deduction Election/Change Form](#) if they are signed up for payroll deduction. (The deduction will be stopped the month after form is received.)
- Business & Finance HR will contact OCIO Help Desk who will terminate all access that requires the use of the Ohio State username (*lastname.#*). The supervisor is responsible for contacting OCIO Helpdesk ([8help@osu.edu](mailto:8help@osu.edu)) to disable any unit-specific systems, access to network files, etc.
- NOTE:** Please let staff know that they have access to Carmen and Employee Self Service for 60 days after they leave the university. They also have ability to forward email (from [lastname.#@osu.edu](mailto:lastname.#@osu.edu)) to a personal email account for 60 days post-termination. This can be completed at [my.osu.edu](http://my.osu.edu). Retirees are eligible to opt into lifetime OSU email forwarding to a personal email account at [my.osu.edu](http://my.osu.edu).

### Students and Temporary Staff (Intermittent, Short-term, or Seasonal Staff)

- Submit HR Action Request (<https://hraction.osu.edu>) for termination.
- Collect all OSU property (cell phone, PDA, laptop, iPad, OSU business cards, note pads, University credit card, departmental parking pass, pager, building keycard, etc.) and all office, desk, or filing cabinet keys prior to last day.
- Remove any building/door security accesses linked with the individual's BuckID or ID card (via building coordinator).
- Business & Finance HR will contact OCIO Help Desk who will terminate all access that requires the use of the Ohio State username (*lastname.#*). The supervisor is responsible for contacting OCIO Helpdesk ([8help@osu.edu](mailto:8help@osu.edu)) to disable any unit-specific systems, access to network files, etc.

Reference requests can be referred to Employment Verification ([www.theworknumber.com](http://www.theworknumber.com) or by phone at 1-800-367-5690). The Ohio State University code is 10380.