

Completed by the Manager

Regular Staff

- Obtain letter of resignation. Request two-week notice, per the [Resignation and Voluntary Termination Policy](#).
- 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 the form is received.)
- Business & Finance HR will contact the OCIO Help Desk (8help@osu.edu), who will terminate all access that requires the use of the Ohio State username (*lastname.#*). The supervisor is responsible for contacting OCIO Helpdesk to disable any unit-specific systems, access to network files, etc.
- NOTE:** Please let staff know that access is removed immediately upon termination. For 60 days, emails will be forwarded to the personal email address in [eProfile](#) (Retirees and Alumni receive lifetime forwarding). In addition, retirees are able to access their OSU email for 60 days after termination.

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 the OCIO Help Desk (8help@osu.edu), who will terminate all access that requires the use of the Ohio State username (*lastname.#*). The supervisor is responsible for contacting OCIO Helpdesk to disable any unit-specific systems, access to network files, etc.

Employment Verification requests can be referred to www.theworknumber.com or by phone at 1-800-367-5690. The Ohio State University code is 10380.