



Prior to leaving Ohio University the faculty or staff member should work with the employing department regarding the following action items:

ACTION ITEM	Employing Department	Human Resources	Payroll	Other	Employee Check-Off
Written notification of resignation/retirement	√	√	√		<input type="checkbox"/>
Notification of vacation balance			√		<input type="checkbox"/>
Retirement - Benefits if retiring - Refunds if leaving public employment		Contact HR Contact HR			<input type="checkbox"/>
Sick Leave Pay-Out (if retiring)			√		<input type="checkbox"/>
COBRA (Continuation of Benefits)		Contact HR			<input type="checkbox"/>
Tax Deferred Annuities 403(b) accounts		Contact Provider			<input type="checkbox"/>
Insurance Cards		√			<input type="checkbox"/>
University Keys	√				<input type="checkbox"/>
Lap Top Computers and other Office equipment (pagers, radios, etc.)	√				<input type="checkbox"/>
Departmental Bobcat Calling Card	√				<input type="checkbox"/>
University ID Card	√				<input type="checkbox"/>
Purchasing Card	√				<input type="checkbox"/>
Parking Hang Tag	√				<input type="checkbox"/>
Bobcat Cash Account				Housing Office	<input type="checkbox"/>
E-Mail Account Note: Retiree accounts remain active if no vacation message.				Communication Network Services	<input type="checkbox"/>
Student Information System (SIS) Access	√			SIS Security Manager, Registrar's Office	<input type="checkbox"/>
Update Departmental Website if necessary	√				<input type="checkbox"/>
Return Library materials				Alden Library	<input type="checkbox"/>