



# RUSS COLLEGE OF ENGINEERING AND TECHNOLOGY EMPLOYMENT SEPARATION CHECKLIST

(to be used for Resignations, Retirements, Non-renewal)

Employee Name (Please Type or Print): \_\_\_\_\_  
 Employee ID#: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Last Date of Work (mm/dd/yyyy): \_\_\_\_\_  
 Reason (Resignation, Retirement, Non-renewal): \_\_\_\_\_

If Retirement (please check):
_____ Full Retirement

Please work with the faculty/staff member regarding returning the following items upon departure.

EMPLOYEE LEAVING OHIO UNIVERSITY CHECKLIST			
Item	Return to:	Responsible Party's Initials	Comments
Written and Signed Letter/Notice	Supervisor		Letter should include employee's last date of employment.
Building/Office/Vehicle Key(s)	Valerie Pettit		(Valerie to initial when all keys are turned in to her)
Laptop/Tablet/Computer Hardware, etc.	Supervisor		
Electronic devices (GPS, cameras, etc.)	Supervisor		
Purchasing Card	Brent Patterson		Make sure all transactions are up-to-date and reconciled.
University ID	Brent Patterson		
University Parking Permit	Brent Patterson		

By signing below, I attest that all Ohio University property has been returned to the appropriate people.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Date

SUPERVISOR CHECKLIST			
ITEM	RETURN OR CONTACT:	INITIAL	COMMENTS
Employee's Signed Letter/Notice	Brent Patterson		To be placed in College personnel file. Luanne will then contact our College University Human Resource (UHR) Liaison who will contact Payroll (for stop payment) & the Office of Information Technology (OIT) for access rights for FMS, BobcatBuy, Concur and e-mail privileges.
Shared Drive Access	Bryan Jordan		Contact Bryan Jordan to have the employee's access deleted. (Bryan to initial that this step was completed.)
Vacation and/or Sick Leave Payout Form (if applicable for employee)	N/A	N/A	Note: This will be initiated by Payroll, but make sure all Vacation and Sick Leave forms are completed and turned in.
Update Department/Institute/Center/College Website	Department/Institute/Center/College Contact		College contact is Valerie Pettit. Besides notifying the Department/Institute, and/or Center, Valerie should also be notified to update any college listing.

*Completed form should be sent to: Brent Patterson, Operations Manager, Dean's Office, Stocker Center, Room 149 Original to be placed in College personnel file*

Last Revised: 10/2024

:ccl