



OHIO
UNIVERSITY

Human Resources

Resignation/Separation Form

May be completed by department representative, UHR, or resigning employee. Signed resignation letter may be attached in lieu of employee signature below. Not intended for transfers, promotions or other changes.

Employee Name: _____ OHIO EE ID#: _____ OHIO Email: _____

Department: _____ Position # (if applicable): _____

Last date of work: _____

Employee Type: _____ Reason: _____

Employee Signature: _____ Date: _____

Planning Unit Representative or UHR Signature: _____

Date: _____

Separation Checklists:

Employee

- Written notice to Supervisor
- Return library materials
- Close Bobcat Cash Acct
- To continue insurance contact UHR about COBRA

Turn in to supervisor:

- Parking permit
- Purchasing Card
- Building, Room, Car Keys
- University electronic equipment
- University ID
- Department or University Tools

Supervisor

- Notice to UHR Records
- Collect department resources
- Update department website
- Submit Paid Time Off in MPI or Workforce
- Process IT systems access

For Departmental Use:

If you need further assistance or have questions, contact University Human Resources at (740) 593-1636 or Return form to: University Human Resources, Grosvenor Hall 324, 1 Ohio University, Athens, OH 45701 or email to uhr@ohio.edu.