



# Leaving University Employment

The following outlines the employment exit procedures for all regular and temporary staff whose employment ends due to resignation, termination, retirement, layoff or death

<b>Employee Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	MI	Last
<b>Reason for separation</b>	<input type="checkbox"/> Resignation	Employee Dept	<input type="text"/>
	<input type="checkbox"/> Termination	Employee ID	<input type="text"/>
	<input type="checkbox"/> Retirement	Last Day Worked	<input type="text"/>
	<input type="checkbox"/> Layoff	Separation Date	<input type="text"/>
	<input type="checkbox"/> Death		

Check (X) when complete or indicate N/A

## Department Responsibilities

- Upon employees notification send clearance e-mail (# Staff Clearance Contact). Subject line place employees name & campus  
In body include: employees name, ID #, Department, position, campus, reason and last day worked.
- If employee has not sent original written notification to Human Resources - Fax notification to HR (419-530-1490) and then forward original documentation to Human Resources for employees official file.
- If applicable, audit annual leave, compensatory time and sick leave balances and submit any outstanding absence reports.  
Verify repayment of any salary overpayments.
- Remove separating employee's name from authorized signature lists.
- Remove employee's access to University servers and systems through Information Technology including departmental distribution lists, email accounts, accounting, etc.
- Collect P-card and forward to Accounts Payable, if applicable.
- If employee is an H-1 visa holder contact Human Resources ext 1488 to determine if there are any additional requirements
- Health Science Campus: On last day of employment collect this completed checklist and ID Cards and forward to Human Resources Dept. Collect parking permit and forward to Parking Services. Collect keys and forward to key control.
- Main Campus: On last day of employment provide employee with this completed checklist to be returned to Human Resources.

## Employee Responsibilities

- Submit written notice of resignation/retirement to immediate supervisor & Human Resources (not required for temporary employees)  
If separation is due to retirement - provide Human Resources with a copy of OPERS documents as verification retirement.
- Pay any outstanding debts to appropriate campus units including parking violations, tuition expenses, health center fees, etc.
- Return all University Library materials and reconcile any outstanding fines and fees.
- Return all University property to appropriate departmental personnel, e.g. desk & file keys, laptop/computer, handbooks, lab equipment, etc.
- If applicable, complete and sign any final time sheet(s) and leave form(s) and submit to appropriate departmental personnel
- Remove all personal items from your work space
- Main Campus: Return all access keys to Key Control

Main Campus: Return parking permit to Parking Services for reconciliation and closing of parking account

Health Science Campus: on last day of employment return completed checklist, ID Cards, parking permit and keys to supervisor  
Main Campus: on last day of employment return this completed checklist and ID Cards to the Human Resources Dept.

Comments

Employee Signature

Date

Supervisor/departmental representative signature

Date

**Use this form to ensure compliance with appropriate procedures.  
Original will be maintained in the official employment file located in the Human Resources Dept**

### **IMPORTANT EMPLOYEE INFORMATION:**

#### Vacation and Sick Leave Payouts

Payment for any accrued unused vacation will be paid out according to current University policy you are under and will be paid within 30 days of separation. Sick leave will only be paid out for individuals that retire according to University policy. Any accrued but unused sick time will remain on account with UT for a period of up to 10 years and can be transferred to other state agencies.

#### University Medical, Dental and Vision Plans

If you are a current participant in one of the Health Plans, this coverage will continue through the end of the month in which you end employment. University medical, dental, and vision plans may be continued in accordance with COBRA, which generally allows for coverage continuation for 18 months beyond the termination date at the expense of the employee.

#### Retirement Plan

Ohio Public Employees Retirement System (OPERS)

- **Traditional Plan:** You have three options: 1) you may roll your account balance over to an Individual Retirement Account or other qualified account, 2) leave your balance in your current plan, or 3) receive a refund of your balance. If you are interested in taking your contributions out of the OPERS Traditional Plan or rolling your account over please complete the "Traditional Pension Plan Refund Application" that can be located on the HR Website. or you can contact the Ohio Public Employees Retirement System (OPERS) directly for more information OPERS 1-800-222-7377
- **Alternative Retirement Plan:** You may contact your carrier directly for options.

#### Life and Accidental Death and Dismemberment Insurance

If you have life insurance and/or dependent life insurance coverage, this coverage will end on the effective date of your separation from employment. You may apply to the insurance company directly to convert this policy however you must apply in writing and pay the first premium to the insurer within thirty-one (31) days of the effective date of your separation. Information is available on the Human Resources website at \_\_\_\_\_

#### Long Term Disability

Coverage ends on the effective date of your separation from employment.

#### Supplemental Retirement/Tax-Deferred Annuities (403b, 457)

The employee contributions will cease with your last regular pay. You will need to check directly with the financial institution regarding distribution options

#### Other Paycheck Deductions

If your pay statement shows deductions for loan payments, child support, etc., contact your appropriate source to make arrangements for payment.