



Office of Human Resources
270 East State Street
Columbus, Oh 43215
PH: (614)365-5000
FAX: (614)365-8332

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Instructions for Completing Employee Exit Checklist

1. The supervisor of the exiting employee is responsible for completing the *Employee Exit Checklist* and collecting all CCS property.
2. If the exiting employee's access card has not been inactivated, please call *Buildings & Grounds Customer Service* at ext. 5268 to have it inactivated.
3. If the exiting employee has a Parking Placard, it must be returned to the *Office of the Chief Operations Officer* at CEC.
4. The supervisor is to retrieve the exiting employee's *ID badge*.
5. The completed *Employee Exit Checklist* must be signed and dated by the supervisor and the exiting employee.
6. The completed *Employee Exit Checklist and ID badge* must be returned to the *Office of Human Resources* at CEC.
7. Human Resources will scan the completed *Employee Exit Checklist* form into the employee's personnel file.
8. The resignation/retirement information will be entered into Munis, which will notify IT to inactivate the exiting employee's access to email and all other systems access.