

Employee Name: \_\_\_\_\_ BGSU ID#: \_\_\_\_\_

Department Name: \_\_\_\_\_ Last Day of Employment: \_\_\_\_\_

Retirement \_\_\_ Resignation \_\_\_ Other \_\_\_\_\_

The following checklist is provided to assist BGSU faculty with the exit process. Departing employees have an obligation to return all University property assigned to them. Items on the checklist may not apply to all employees.

**Return checklist to College Office on or before your last day.**

Employee Responsibilities	Done or N/A
Provide written notice of intent (3 months in advance) to retire/resign to chair/director and dean and provide a copy to the Provost's Office and HR	
Eligible faculty members who wish to be considered for emeritus status should initiate the review process by written request to respective dean and chair/director	
If you are eligible to receive a sick and/or vacation payout, you can defer any portion of your payout into a 403(b) and/or 457 up to the IRS annual limit. To facilitate the deferral of your leave payout into a 403b, please login to <a href="#">Retirement@Work</a> and enter the amount of your payout for the pay period in which you will receive it. This information can be obtained from the BGSU Payroll Department. The changes must be made <b>before</b> the required cut-off date that corresponds with the final pay date. <i>This cut-off date is located within the Retirement@Work system for each pay period.</i> To facilitate the deferral of your leave payout into the 457, please contact <a href="#">Ohio Deferred Compensation</a> for direct assistance. Please note: It is important to make sure you complete all necessary steps prior to the required deadline in order to facilitate the deferral. If the deadline is missed, your leave bank payout will be processed by payroll without the deferral, making the entire amount taxable income. Retroactive deferral elections cannot be made.	
Complete final timesheet for hours worked through MyBGSU	
Ensure all personal belongings have been cleared out prior to leaving on your last day	
Update your voicemail and email automatic reply on your last day with instructions to contact your supervisor or approved designee	
Update home address information through MyBGSU on or before your last day if moving	
Return all University Libraries materials	
Return BG1 card for resignations. For retirees, get new BG1 card at the BG1 Card Office	
Return Purchasing Card to the Purchasing Department (419-372-8411)	
Return University Technology (computers, tablets, monitors, etc.) to ITS (2-0999) by submitting a service request: <a href="https://bgsu.teamdynamix.com/TDClient/2070/Portal/Requests/ServiceDet?ID=8859">https://bgsu.teamdynamix.com/TDClient/2070/Portal/Requests/ServiceDet?ID=8859</a>	
Return this checklist to College Office	

Requires Signatures:	Signature of Authorized Official	Date
Return keys to Campus Operations (419-372-2251)		
Return any other University property to your department		

ACKNOWLEDGEMENT OF INFORMATION RECEIVED

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

Signature of Dean \_\_\_\_\_ Date \_\_\_\_\_

Copy: Faculty File, Provost's Office