

Employee Departure Guide

This guide outlines the key steps and information you need as you prepare to depart from Columbus State Community College. It is designed to ensure a smooth and professional transition, with helpful resources and contacts included to support you throughout the process.

1. Submit Resignation Notification

After entering your resignation date in Workday and providing email or written notice to your immediate supervisor, also notify the following:

- Human Resources Business Partner: hrbp@csc.edu
- HR Coordinator: hrcoordinators@csc.edu

2. Last check - The employee's final paycheck will be issued using the same method as their previous paychecks and will be processed on the regular payday following their last date of employment.

3. Return of College Property

All college-issued property must be returned to your supervisor by your final day, including:

- ID badge
- Keys
- Laptop or other electronic equipment
- Cellphones
- Credit cards
- Any ADA equipment/devices used for accommodations

If the equipment cannot be delivered to the department, an alternate drop-off location is Frontliners, TL-112, during operating hours posted here: <https://www.csc.edu/services/computerlabs/>

4. Healthcare Coverage (if enrolled)

- Coverage ends on the **last day of the month following your last day**. If your last working day is the final day of a month, coverage ends that same day.
- Health Savings Account (HSA): Funds are portable and remain available for eligible healthcare expenses after you leave the college. This is your account and once employment ends, can be rolled over to another HSA if you choose.
- Flexible Spending Account (FSA): Coverage ends on your last day of employment. Reimbursement for services rendered up to your last day is available through **June 30**.
- COBRA election notice will be mailed within two weeks of your separation date. Eligible COBRA benefits include medical, dental, vision, and healthcare FSA's if enrolled.

Other Insurance Coverages:

- Group Term Basic Life and LTD end on your last day of employment.
- Dental, Vision, Supplemental Life/AD&D, Pet, ID Protection, Accident, Hospital Indemnity, and Critical Illness end the last day of the month following your separation date. Some of these benefits may be portable.
- Employees can also request a Proof of Coverage or Loss of Coverage letter from the Benefits team.

For any questions related to benefits, contact the Benefits team at benefits@csc.edu.

5. Vacation Leave Payout

- Unused, accrued vacation time will be paid out following your final regular paycheck at your current rate of pay.
- Refer to Policy 3-05(E) for details.
- Payroll/Vacation payout questions can be directed to payrolloperations@csc.edu.

6. Sick leave payout

- Your sick hours will not be paid out upon exit.
- If you work for another Ohio state agency, you may request that your balance be transferred.
- For further questions on sick leave, contact the Benefits team at benefits@csc.edu.

7. Retirement System Notification

If you have questions about your retirement plan, please contact your retirement provider directly:

- SERS – School Employees Retirement System
300 E. Broad Street, Suite 100, Columbus, Ohio 43215
Phone: (614) 222-5853 or 1-866-280-7377
www.ohsers.org
- STRS – State Teachers Retirement System
275 E. Broad Street, Columbus, Ohio 43215
Phone: (614) 227-7877 or 1-888-227-7877
www.strsoh.org
- ARP – Alternative Retirement Plan
Please contact your selected provider directly

8. Default Email and Voicemail

Your email address will be deactivated on your last day of employment.

Coordinate with your supervisor to ensure your email and voicemail have an appropriate auto-response or redirection message indicating your departure and a new contact person if applicable.

9. Exit Interview

- Complete the Exit Questionnaire in Workday.
- Vena Hill, HR Career Facilitator, is available to meet in person, via phone, or Teams if you would like to discuss your employment experience. Vena will send an email once you submit your resignation date in Workday, or you may contact her at vhill10@csc.edu.

Additional Support and Resources

- General HR Questions: 614-287-2408
- HR Business Partner Contact (for more in-depth concerns): hrbp@csc.edu
- HR Policies and Business Partners Directory:
<https://www.csc.edu/employee/hr/policies/hr-business-partners.shtml>