

EMPLOYEE EXIT FORM

If you would like to talk to someone in Academic Human Resources before completing this form, please let us know. We will make every effort to arrange a meeting at this time or we will schedule an appointment for you as soon as possible.

Name: _____ UIN: _____

Department: _____

Job Title: _____

Resignation Effective Close of Business: _____

Contact Information for future correspondence:

Address: _____

Phone: _____

Reason for Leaving (please check one):

_____ Resignation

_____ Retirement

_____ Other

EXIT INFORMATION CHECKLIST

Initial

_____ I have provided my department with a signed resignation letter. E-mail is also sufficient.

_____ I have been informed that I will receive COBRA (Consolidated Omnibus Budget Reconciliation Act) continuation coverage information from Central Management Services within 40 days of the separation. If the information is not received within 40 days I should contact the Benefits Center (807 S. Wright Street, Suite 480, 217-333-3111).

_____ I have been advised to contact the OBFS Accounts Receivable office (125 Henry Administration Building, 217-333-2180) if I owe money to the University. **All debts must be paid or payment arrangements made before an employee leaves campus.**

_____ I have been given an informational pamphlet and advised that I may wish to contact the Illinois Department of Employment Security concerning eligibility for unemployment compensation.

_____ I have been advised to contact the University Payroll Service Center (506 S. Wright, 217-265-6363 or 800-476-3586) if my address changes prior to the mailing of form W-2 in January.

_____ I have been advised that if there are any outstanding overpayments to me, the final paperwork for SURS terminations cannot be completed. If I have questions regarding an overpayment I should contact University Payroll Service Center (506 S. Wright, 217-265-6363 or 800-476-3586).

_____ I have been given the SURS Separation Refund Fact Sheet for information regarding the withdrawal of contributions.

_____ I have been advised that if I am accepting a position with another State of Illinois public university or a State of Illinois agency, I may have an opportunity to transfer sick leave credit.

_____ Academic and Grad Hourlies must complete their final timesheet. Academic Professionals must provide their unit with their final vacation and sick leave usage.

_____ I have the option of logging into the CITES Electronic Directory to forward my UIUC campus email to another existing email address. CITES will forward email to a non-UIUC email address for at least one year. Directions can be found at: <http://www.cites.uiuc.edu/email/>

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EXIT INFORMATION CHECKLIST

Initial

_____ I have been informed that I must go to University of Illinois Parking (1110 W. Springfield, 217-333-3530) to terminate my parking space and payroll deduction, if applicable.

_____ I have been advised to return all library books before leaving the campus.

_____ I have been advised to return all equipment, computers, nametags, tools, uniforms, P-cards, telephone cards, etc., that are property of the employing department and to check with my supervisor for proper procedures.

_____ I have been advised to return my employee photo identification card to the Department or the Photo ID Center (1st floor Illini Union Bookstore) by the last day of work. **Any services available by using the identification card will cease to be effective the date of the employee's resignation.** Retirees can take their staff card to the Photo ID Center to obtain a new Retiree ID Card.

I have read and understand the above information. I understand that it is my responsibility to take any necessary action.

Employee Signature Date

Return completed form to your department.

cc: Departmental Personnel File
 Employee