

## EMPLOYEE EXIT FORM

*If you would like to talk to someone in Academic Human Resources before completing this form, please let us know. AHR will make every effort to 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

Please return completed form to your department. Completed form does not need to be sent to Academic Human Resources.

**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 (506 S. Wright Street, Room 177, 217-333-3111).

\_\_\_\_\_ I have been advised to contact the OBFS Accounts Receivable office (100 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, Room 177, 217-265-6363) 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, Room 177, 217-265-6363).

\_\_\_\_\_ 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 Hourly employees 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.illinois.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 faculty/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

Please return completed form to your department. Completed form does not need to be sent to Academic Human Resources.

cc: Departmental Personnel File  
Employee