

EMPLOYEE EXIT CHECKLIST

60 Days in Advance

The University permits employees to make deferrals to their 403(b) or 457 plans from vacation and compensable sick leave pay outs after separation from the University. If you are interested in making a deferral, you are required to inform the appropriate campus Benefits Service Center on or before 60 days prior to your last day of employment (Chicago: 312-996-7200; Springfield: 217-206-7144; Urbana: 217-265-6363).

Begin working with your unit to transition your duties and do any necessary transfers of knowledge.

2 Weeks in Advance

I have provided my department with a signed resignation letter (please submit the resignation/retirement form or a signed resignation letter at least 2 weeks in advance; however it is preferred that you give your department more than 2 weeks notice). The resignation/retirement form or letter must specify the last date of work. E-mail is sufficient.

During my last 2 weeks of employment, I should contact my unit HR representative to schedule an exit interview. **NOTE:** UIS employees should contact campus HR to schedule an exit interview.

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, and that I should talk to my new State employer about this.

I have the option of forwarding my campus email to another existing email address for at least one year. Contact your campus computing office (UIC: ACCC; UIUC: CITES; UIS: Technical Support) for instructions on forwarding your campus email.

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

Last Day / Exit Interview

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 (Urbana & Springfield: 217-265-6363; Chicago: 866-996-7200; Springfield: 217-206-7144). Information regarding COBRA can be found at:

https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=49

I have been advised to contact the OBFS Accounts Receivable office (Urbana - 125 Henry Administration Building, 217-333-2180), (Chicago - SSB Room 1900, 1200 W. Harrison,

University of Illinois

312-996-7869), (Springfield - Cashier Office, 1 University Plaza, 217-206-7781) 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.

<http://www.ides.illinois.gov/page.aspx?item=33>

I have been advised to contact the University Payroll Service Center (UIUC 217-265-6363; UIC 312-996-7200; UIS 217-206-7144) if my address changes prior to the mailing of form W-2 in January. Access to NESSIE will only be retained for three months after separation, after this time, go to www.eprintview.com to view the W2. Please contact UPB Payroll Services for your login information.

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 (217-265-6363 or 800-476-3586).

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

<http://www.surs.org/pdfs/joint/RefundFacts.pdf>

I have been informed that I must go to University of Illinois Parking on my campus to terminate my parking space and payroll deduction, if applicable. (Urbana: 1201 W. University, 217-333-3530) (Chicago: 122 WSPS, 1100 S. Wood, 312-413-5800) (Springfield: UIS Parking Operations, 217-206-8502).

I have been advised to return my employee photo identification card to my department or to the Photo ID Center (UIUC: 1st floor Illini Union Bookstore; UIC: Photo ID Office, 1790 SSB or 241 CIU; UIS: PAC 124) by the last day of work. **Any services available by using the ID 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.

Academic and Grad Hourly employees must complete their final timesheet. Academic Professionals must provide their unit with their final vacation and sick leave usage prior to their last day. Once the final pay has been received, a payroll adjustment will be made for any compensable sick or vacation time accrued and not used. If you have used more sick and/or vacation leave than you have accrued up to your last day, you will be required to pay that back to the University. University Payroll will send you information if you are in this situation. A payroll adjustment is a manual pay correction performed by HR staff. Depending on the date of the payroll adjustment, corrections to your final pay may not be reflected on your earnings statement until the pay period that follows your last date of employment.

UIUC ONLY: For international employees (e.g., H-1s, J-1s, etc.): I have submitted my International Student and Scholar Services "[Departure Data Sheet](#)" to the Human Resources contact in my department. This form can be found at:

University of Illinois

<http://iss.illinois.edu/forms/scholfacstaff.shtml>

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. This can be verified against my unit's inventory checklist to ensure that all items have been returned.

I have completed Positive Time Reporting (PTR):
<https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm>

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

Employee

Date

Please return completed form to the following:

UIUC and UIC: Unit HR Representative

UIS: Campus Human Resources Office

UA: Employee Relations and Human Resources (ER/HR)

cc: Departmental Personnel File
Employee