Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Employee Separation and Exit Form

For Faculty, Postdoctoral Research Associates, Academic Professional, and Civil Service Employees

Name: _____ UIN: _____

Department: _____

Job Title: _____

Separation Effective Close of Business: _____

Contact Information for future correspondence (please also change your address via My UI Info):

Address: _____

_____

Phone: _____

Email: _____

I have informed my department(s) in writing (email is sufficient) that I am leaving the University.

Reason for Leaving the University (please check one):

☐ Resignation

☐ Retirement

☐ Transferring to Another State University/Agency

(Name of University/Agency): _____

☐ Other

Please return the completed form to your department.

Note to unit: A copy of the complete Exit Form should be attached to the HRFE (Human Resources Front End) Separation transaction.

EXIT INFORMATION

This checklist provides guidance on issues pertinent to separation/retirement as well as specific actions which I, as the exiting employee, must take.

I have provided my employing unit(s) with a signed letter (email is sufficient) indicating my resignation or retirement, including my last work day. I understand if I resign, I cannot use accrued leave time to extend my appointment and must work my last day. I understand if I am benefits eligible, I have benefits through midnight on the last day I work (or am on an approved leave of absence).

Payroll & Benefits

Specific questions regarding benefits should be directed to University Payroll and Benefits at 506 S. Wright St., Room 177, 217-265-6363; payinq@uillinois.edu.

I have been advised that I should:

- review separation/termination information via the following link: System HR Separation Preparation.
- contact University Payroll and Benefits if:
    - I want to arrange a deferral of any vacation and compensable sick leave payout into a 403(b) or 457 (b) plan. This must be done at least 60 days prior to separating from the University. An estimate of my payout must be completed by my HR representative or business manager using the Benefits Payout Deferral Worksheet and faxed to UPB Benefits Services at 217-244-3135.
    - within 40 days of the separation I have not received COBRA (Consolidated Omnibus Budget Reconciliation Act) continuation coverage information from Central Management Services General information regarding COBRA
    - there are any outstanding payroll overpayments to me, in order to resolve the overpayment issue before leaving campus.
- contact the University Bursar (100 Henry Administration Building, 217-333-2180or email bursarhelp@uillinois.edu) if I owe any other money to the University. **All debts must be paid, or payment arrangements made before an employee leaves campus**.
- If I will become a dependent on another health plan it is critical that I contact that health plan before my last day of employment. If I will become a dependent of a State of Illinois Health plan employee, that employee must contact My Benefits at 1-844-251-1777 or sign

into My Benefits before my last day of employment to request dependent coverage to prevent a lapse in insurance coverage.

Appointment and Payroll Information

I have been advised that:

- **if my appointment is on an academic year (9/12) service basis** (working 8/16 through 5/15 each year and paid 8/16 through 8/15 each year), my service will end 5/15 and I can continue to receive monthly pay and associated benefits through a separation date of 8/15 (the official separation date would be 8/15). I have the option of receiving a one-time payment of deferred pay compensation and my last paycheck would be through 5/15 (the official separation date would be 5/15).
- **if my appointment is on a 12-month service basis and I resign**, then I will be paid for all service provided but not yet paid and benefits coverage will cease at midnight on the resignation date.
- **if I am an Academic Professional**, I must complete my final Positive Time Reporting and provide my unit with my final vacation and sick leave usage. I should review vacation and sick leave balances with my employing unit to be sure all leave has been reported and balances/payout are agreed upon.
- **if I am a Faculty or other academic employee**, I must provide my unit with my final sick leave usage and, if applicable, vacation usage. I should review my leave balances with my employing unit to be sure all leave has been reported and balances/payout are agreed upon.
- **if I am a Civil Service employee,** I must complete my final Positive Time Reporting, if applicable. I must also ensure I submit my final time report and review vacation and sick leave balances with my employing unit to be sure all leave has been reported and balances/payout are agreed upon. My name will be removed from all registers in accordance with Civil Service Rule 250.60(h)(2). Re-employment options may be discussed by making an appointment with a Talent Acquisition Partner in Illinois Human Resources, Employment Services.
- **if I am an international (non-immigrant) employee** (e.g., H-1B, J-1, etc.) I have notified my unit contact to submit my Departure Data Sheet via iSTART. For further departure information, I should review information on the ISSS website at Departure Procedures.

Parking, Equipment, i-Card, & Other Information

I have been advised to:

- contact University of Illinois Parking (1201 W. University Ave., 217-333-3530) to pay for any parking tickets or terminate my parking space and payroll deduction, if applicable, more information is available at Illinois Parking Department.

- return all equipment, keys, computers, nametags, tools, uniforms, P-cards, T-cards, etc. that are the property of my employing unit, as well as submit all work deliverables, and to check with my supervisor for proper procedures.

- return all library books before leaving the campus.

- return my employee i-Card to my department or the 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 at midnight on the date of my separation. Retirees can take their faculty/staff card to the ID Center to obtain a new Retiree ID Card.

- contact Technology Services for information regarding email access (resigning from employment will deactivate my email after I have been gone 30 days. Other options maybe available for retirees).

- access to the campus network will be terminated.

- update my home mailing address, using My UI Info. (My UI Info will be available 30 days after resignation and 90 days after retirement.) Any address changes after the 30- or 90-day period must be made by contacting University Payroll and Benefits (506 S. Wright, Room 177, phone:217-265-6363, or email: payinq@uillinois.edu). This is extremely important as it relates to the mailing of the W-2 form in January.

- If I consented to receive my W-2, 1042-S and/or 1095-C electronically, I will be able to retrieve my form W-2, 1042-S and/or 1095-C from the vendor's website mid-January following the instructions on the OBFS website.

- contact the Illinois Department of Employment Security (IDES) concerning eligibility for unemployment compensation.

I have been advised that:

- if I resign from the University I must work my last day, unless my last day falls on a holiday.

- 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 my sick leave to the new employer. I will need to work with the new State of Illinois public university or agency to determine if this is an option.

- if I am re-employed by the University within a period of 2 calendar years, I may request reinstatement of accumulated sick leave from my earlier University appointment that was not compensated at the time of separation, if re-employed in a cumulative sick leave eligible job. Information regarding reinstatement can be found at Campus Administrative Manual – HR-81. Questions should be directed to Data Operations by email at ihr-dataops@illinios.edu or by calling 333-2143.

- if I left University employment and subsequently accept re-employment in the University within 30 days of my separation in a leave eligible position, any leave paid to me upon separation must be repaid.

- I can find information regarding the withdrawal of SURS contributions at SURS Separation Refund Fact Sheet.

- the University cannot provide final separation information to SURS until I have received my final paycheck and/or vacation/sick leave payout has been completed. I understand this could take 6-8 weeks to finalize. If eight (8) weeks have passed, I should contact my unit HR representative.

The following information may be of interest particularly to those planning to retire:

Specific questions regarding the State Universities Retirement System (SURS) should be directed to SURS at 1901 Fox Dr., Champaign, IL 61820; 800-275-7877 or 217-378-8800.

I have been advised that:

- the SURS Retirement Preparation Checklist and general SURS information regarding retirement via Frequently Asked Questions can be found on the SURS website.

- **if I separate from the University in order to become a SURS annuitant effective on the first day of the subsequent month under the Traditional or Portable Plan**, the last date of my employment is critical in ensuring there is no break in my CMS benefits coverage, which does not pick up via SURS until the first day of the subsequent month.

- if I retire under the Traditional or Portable Plan, I must work at least one day in my final pay period and use leave benefits for any regularly scheduled work days not worked until my retirement date (does not apply to those retiring under the Retirement Savings Plan).

- the University cannot provide final separation information to SURS until I have received my final paycheck and/or vacation/sick leave payout has been completed. I understand this could take 6-8 weeks to finalize. If eight (8) weeks have passed, I should contact my unit HR representative.

- as a retiree from the University, my Exchange account and email access will continue to be active and I should contact Technology Services with any issues with my email access.

- benefits and services available to retirees can be found on the Illinois Human Resources website at Benefits & Services for Retirees.

I understand that:

- if I retire under the Traditional or Portable plan, I may not have any affiliation with the University until at least 61 days after my retirement date (does not apply to those retiring under the Retirement Savings Plan). This includes teaching, advising students, research, etc. whether paid or not.

- if my SURS retirement follows within 60 days of my separation from a SURS employer, a balance of all my cumulative, non-compensable sick leave days will be automatically forwarded to SURS for additional SURS service credit.

- if I have a compensable sick leave balance I am eligible for a payout of only one-half of the balance. The remaining one-half unpaid balance can be used for additional SURS service credit. I understand that I have the ability to waive payment of any or all of the one-half compensable balance to also be directed for additional SURS service credit. A Sick Leave Waiver form must be completed and given to my unit HR office. The form can be found at: Sick Leave Waiver Form.

- Faculty/Staff Assistance Services offers free, **confidential** assistance to University retirees and their families who may be experiencing difficulties that impact their lives. This includes assessments, short-term counseling, crisis services and referrals to appropriate resources. Additional information is available at: Faculty/Staff Assistance Services

Don't forget to encourage departing employees to complete the anonymous campus-wide Exit Survey. Your feedback helps us understand your experience and improve for the future.

My signature confirms that I understand the information provided herein and that it is my responsibility to take any necessary action.

_____ _____

Employee Signature Date

Please return completed form to your department.

CC: Departmental Personnel File

Employee

Last Modified: July 21, 2026