Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Employee Separation and Exit Form

For Graduate Assistants (all titles), Graduate Hourly, Academic Hourly, and Extra Help 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: _____

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.

I have provided my employing unit(s) with a signed letter indicating my resignation or retirement, Including my last workday. E-mail is also sufficient.

Appointment and Payroll Information

I have been advised that:

- If I am an academic hourly, graduate hourly or a graduate assistant (administrative only), I must complete my final time report.
- If I am a vacation eligible graduate assistant, I must submit my final vacation usage to my unit HR office.
- I should contact the University Bursar (100 Henry Administration Building, 217-333-2180 or email bursarhelp@uillinois.edu) if I owe any other money to the University. **All debts must be paid, or payment arrangements made before the employee leaves campus.**
- I should contact University Payroll and Benefits at 506 S. Wright St., Room 177, 217-265-6363; payinq@uillinois.edu if there are any outstanding payroll overpayments to me, to resolve the overpayment issue before leaving campus.
- **If I am a Graduate Assistant** (teaching, research, pre-professional or administrative) the resignation of my waiver-generating assistantship appointment might affect the tuition and fee waiver, including the loss of the waiver. Further, I have been advised to review the Graduate College Handbook, Section 8.1, and contact the Graduate College, 507 E. Green St., grad@illinois.edu, or 333-0035 to get more information.
- 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.

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.

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, computers, keys, tools, 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 i-Card to my department HR office 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.

- 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.

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

_____ _____

Employee Signature Date

Copy: Departmental Personnel File

Employee

Last Modified: July 21, 2026