

Department of Animal Sciences University of Illinois at Urbana-Champaign

EMPLOYEE EXIT FORM

Please fill this out and return to 110 Animal Sciences Lab, MC-630

If you have questions completing this form, please contact:

Carolyn Thomas (cdthoma2@illinois.edu) at 244-1260

Name: _____ NetID _____ UIN: _____

Department: _____

Separation Date: _____

Supervisor: _____

Did employee leave Univ. of IL or just Dept. of Animal Sciences: _____

Contact Information for future correspondence

(Make sure to Update NESSIE before exiting):

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Email: _____ Phone Number: _____

Reason for Leaving

(Please check one)

Resignation

Retirement

Other UI Position

Other _____

Please list computers you have used (include computer name, mac address, building and room#)			
Department Computer?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

Employee turned in Keys

Employee turned in Equipment

Employee Updated Vac/Sick Leave

Supervisor Signature: _____

Date _____

Please return completed form to Animal Sciences Business Office (110 ASL)

Animal Sciences Business Office use only <i>(Route accordingly to next phase & return to Business Office upon completion)</i>		
Employee turned in P-Card/Remove from List Serve	Business Office Initials	Date
BEAP	Jamie Evans Initials	Date
Employee Computer Access Terminated	Joe Barron Initials	Date
Employee Network Access Terminated	IT Dept Initials	Date
Removed from Directory, Mailbox removed, Scanned, & Filed	Mailroom Initials	Date

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Please return to Animal Sciences Business Office (110 ASL)**

EXIT INFORMATION CHECKLIST

Initial Each Box:

- I have provided my department with a signed resignation letter. E-mail is also sufficient.
- I have been informed that I will receive CORBA (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, 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, 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 termination cannot be completed. If I have questions regarding an overpayment I should contact University Payroll Service Center (506 S. Wright, 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.uiuc.edu/email/>

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EXIT INFORMATION CHECKLIST

Initial Each Box:

- I have been informed that I must go 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, so they obtain a Retiree ID Card.**
- For international (non-immigrant) employees (e.g., H-1s, J-1s, etc.): I have submitted my International Student Scholar Services "Departure Data Sheet" to the Human Resources contact in my department.

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

Employee **Date:**
Signature

Please return completed form to Animal Sciences Business Office (110 ASL).

Cc: Departmental Personnel File
Employee