

ACADEMIC EMPLOYEE EXIT CHECKLIST

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: _____

Separation Effective Close of Business: _____

Contact Information for future correspondence:

Address: _____

Phone: _____

Email: _____

Reason for Leaving (please check one):

____ Resignation

____ Retirement

____ Other

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



ACADEMIC EXIT INFORMATION CHECKLIST

Initial

_____ I have provided my department with a signed letter indicating my resignation or retirement, including my last work day. E-mail is also sufficient.

_____ I have been advised to review separation/termination information in NESSIE at: https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=1123

If I am eligible for a vacation or compensable sick leave payout, I may direct the payout into either the 403(b) or 457(b) plan. The [Terminal Benefits Net Pay Calculator](#) should be used to calculate an estimate of the net pay received upon termination of employment with the University.

_____ I must contact [UPB Benefits Services](#) at least 60 days prior to separating from the University in order to arrange this deferral. An estimate of my payout must be completed by my HR representative or business manager using the [Unit HR Calculation Worksheet](#) and faxed to UPB Benefits Services.

_____ 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), then I may choose to end service on 5/15 and continue to receive monthly pay and continuation of benefits through a separation date of 8/15. If I resign before 8/15, then I will be paid for all service already provided but not yet paid and benefits coverage will cease at midnight on the resignation date.

_____ If I separate from the University at the conclusion of a monthly pay period (15th of the month) in order to become a SURS retiree effective on the first day of the subsequent month, then my University CMS benefits coverage will continue from the 16th of the month until CMS benefits coverage begins via SURS on the first day of that subsequent month.

_____ 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). General information regarding COBRA is available at: https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=49

_____ 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. Pamphlet is available at: <http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/CLI111L.pdf>

I have been advised to update my home mailing address, using NESSIE: <https://nessie.uihr.uillinois.edu/cf/info/index.cfm> . (NESSIE will be available 30 days after resignation and 90 days after retirement.) Address changes after the 30- or 90-day period must be made by contacting the University Payroll Service Center (506 S. Wright, Room 177, phone: 217-265-6363, or



_____ email: paying@uillinois.edu). This is extremely important as it relates to the mailing of the W-2 form in January.

_____ I have been advised that if there are any outstanding overpayments to me, the final process for SURS retirements/resignations cannot be completed until repayment has been made. 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. (<http://www.surs.com/pdfs/joint/RefundFacts.pdf>)

_____ Academic Professionals must complete their final time report and provide their unit with their final vacation and sick leave usage. Faculty and Other Academics must provide their unit with their final vacation and/or sick leave usage.

_____ I have reviewed my vacation and/or sick leave usage and balances with my employing unit to be sure all leave has been reported and balances/payout are agreed upon.

_____ 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. Employees will need to work with the new State of Illinois public university or agency. Information related to the sick leave transfer is available in the Campus Administrative Manual within the section titled "Transfer and Reinstatement of Accumulated Sick Leave" located at: <http://www.cam.illinois.edu/ix/ix-c/ix-c-39.htm>

_____ For information regarding email access, please visit the CITES website at: <http://www.cites.illinois.edu/accounts/leaving/facultystaff.html>

_____ I have been informed that I must contact University of Illinois Parking (1201 W. University Ave., 217-333-3530) to terminate my parking space and payroll deduction, if applicable. More information is available at: <http://www.parking.illinois.edu/>.

_____ 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 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.

_____ **For international (non-immigrant) employees (e.g., H-1s, J-1s, etc.):** I have submitted my International Student and Scholar Services "Departure Data Form" to the Human Resources contact in my department. This form can be found at: <http://iss.illinois.edu/publications/forms/scholarforms.html>.

_____ I understand that should I return to 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.



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

General information regarding retirement can be found within NESSIE at:

https://nessie.uihr.uillinois.edu/cf/events/index.cfm?Item_id=1124

I understand that if my SURS retirement follows within 60 days of my separation from a SURS employer, a balance of all of my cumulative/non-compensable sick leave days will be automatically forwarded to SURS for additional SURS service credit if I am enrolled in the Traditional or Portable SURS plan.

I understand if I have accrued unused sick leave, earned between January 1, 1984 and December 31, 1997, I would be entitled to receive payment of one-half of the balance. In lieu of receiving payment, I could apply those days toward additional SURS service credit. A Waiver and Direction form is provided for this purpose at: <http://www.cam.illinois.edu/ix/ix-c/ix-c-39attach.pdf>. In order to utilize this option, my SURS retirement date must be no later than 60 days after separation from the University.

The Faculty/Staff Assistance Program offers, free of charge, **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: <http://fsap.illinois.edu/>.

I have been notified that I can find general SURS information regarding retirement via the Frequently Asked Questions found on the SURS website at <http://surs.org/shepherd.surs?flk=AcMbr&shp=99>

I have been notified of the SURS Retirement Preparation Checklist found on the SURS website at www.surs.org/pdfs/joint/RetireChecklist.pdf.

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

Employee Signature

Date

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

cc: Departmental Personnel File
Employee