

Academic Hourly, Graduate Hourly and Graduate Assistants (all titles) Exit Form

Name: _____ UIN: _____

Department: _____

Job Title(s): _____

Separation Date (effective close of business): _____

Future Contact Information:

New Address: _____

Email address: _____

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

Initial	
_____	I have informed my department(s) in writing (email is sufficient) that I am leaving the University.
_____	Academic and Grad hourly employees as well as those holding the title of graduate assistant (excludes research, teaching, pre-professional) must complete their final timesheet.
_____	Graduate assistants who were vacation eligible must submit their final vacation usage to their department.
_____	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 understand that my transcripts and/or diploma can be held until all debts have been paid.

_____	I have been advised to return my i-Card to my department HR office. Any services available by using the i-Card will cease to be effective the date of the employee's resignation.
_____	I have been advised to return all equipment, computers, nametags, tools, p-cards, telephone cards, etc., that are property of the employing department(s) and to check with my supervisor(s) or department HR office for proper procedures.
_____	I have been advised to return all library books before leaving the campus.
_____	I have been advised that I must go to University of Illinois Parking (1110 W. Springfield, 217-333-3530) to pay any parking tickets or terminate my parking space and payroll deduction, if applicable.
_____	I have been advised that 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 http://www.grad.illinois.edu/gradhandbook/chapterviii/section01 and contact the Graduate College, 204 Coble Hall, grad@illinois.edu , or 333-0035 to get more information.
_____	I have been provided instructions on how to access my W-2 next January by going to the OBFS website at http://www.obfs.uillinois.edu/payroll/tax-information/w-2/ .

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

7/27/12