

**Department of Animal Sciences University of Illinois at Urbana-Champaign  
Please return to Animal Sciences Business Office (110 ASL)**

**EMPLOYEE EXIT FORM**

*If you have questions completing this form, please contact:  
Carolyn Thomas (cdthoma2@illinois.edu) at 244-1260*

Name:  NetID:  UIN:

Department:

Job Title

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  Email:

City  State  Zip Code

Country  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 (Yes or No)

- Employee turned in Keys
- Employee turned in Equipment
- Employee Updated Vac/Sick Leave

Supervisor  Date:   
Signature:

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**Animal Sciences Business Office Use Only:**

(Route accordingly to next phase & return to Business Office upon completion)

Employee turned in P-Card/Remove from List Serve Myra Sully Initials:  Date:

Employee Computer Access Terminated Joe Barron Initials:  Date:

Employee Network Access Terminated IT Initials:  Date:

Removed from Directory & Mailbox Removed Mailroom Initials:  Date:

Completed & Received by Human Resources HR Initials:  Date:

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**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  
Signature**

Date:

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Cc: Departmental Personnel File  
Employee