



Name: _____ UIN: _____

**EXIT CHECKLIST for employees who are separating from the University or Transferring to another unit at the campus.
If this is a Civil Service Dismissal during Probation, please follow the Dismissal during Probation Procedures.**

EMPLOYEE PROVIDES NOTICE OF FINAL DAY IN YOUR UNIT

- Work with employee to transition final work and projects.
- If the employee is separating completely from the University, employee must provide a letter indicating the last date of service to the University. Based on CMS guidelines, employee must provide service on the last work day.
- Provide the employee with the Employee Self-Exit Checklist if the individual is separating from the University.

THREE WEEKS PRIOR TO LAST DAY

- HRFE Transaction** Initiate HR Front End (HRFE) transaction and route. If the employee is completely separating from the University, initiate as a Separation and attach the appropriate documentation. If the employee is leaving your organization but not the University, route as an End Job. For benefit eligible employees, this should be addressed in one transaction in order for CMS coverage to remain in effect. For Civil Service employees who are transferring from one unit to another, the transaction will be handled centrally or in a designated Satellite office.
- Reconcile any P-Card/T-Card logs, if applicable, and cancel cards at appropriate time. Process any travel reimbursements, if necessary.
- Exit Interviews** Follow your college practice on conducting Exit Interviews. If this is a Civil Service Employee who is not passing probationary period, please ensure Dismissal process is followed and evaluations have been completed.
- Vacation/Sick Leave Balances** Review the current Vacation and Sick balances with the employee to give an estimated balance upon separation or transfer to new unit. If the employee is separating from the University and a cumulative sick balance remains, please provide information to the employee regarding the Shared Benefits Program. The employee will need to determine whether the remaining balance is needed for SURS Service Credit or otherwise can be donated to the Shared Benefits Program. If the employee is not separating but moving into a position that is no longer vacation eligible, the current unit is responsible for paying out any remaining compensable vacation/sick balances.
https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1358&rlink=1194
- Transferring to another State of Illinois University/Agency** Please notify the employee to contact the University Payroll and Benefits Office to transfer the health, dental and life insurance to the new agency.
UIC: 312-996-7200; UIUC: 217-265-6363
- Restoral Register** If applicable, notify Civil Service employees who have resigned or have been separated in good standing that they may request to be restored on the original entry register in accordance with seniority earned as of the date of resignation or separation. Current Civil Service employees that are changing

classifications may also request to restoral to the former classification by seniority earned. Employees may make this request within one year of separation.

- International employees** (e.g., H-1s, J-1s, etc.): Route the Departure Verification Form to the Office of International Services.
<https://www.ois.uic.edu/common/pages/DisplayFile.aspx?itemId=189201>
- Positive Time Reporting (PTR)** Make sure the employee is up to date on all reporting.
<https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm>
- Mailing Address** Please confirm with the employee that the permanent address is up to date. Employee should update via NESSIE.

FINAL DAY

- Unemployment** If the employee is separating from the University, provide the employee with information from the Illinois Department of Employment Security (IDES) and advise them that they may wish to contact IDES concerning eligibility for unemployment compensation.
<http://www.ides.illinois.gov/page.aspx?item=33>
- Security** Notify the Unit Security Contact (USC) so that all systems access can be terminated. USC is required to terminate systems access as soon as or before the employee's last date of employment. In addition, remove any building access, if applicable.
- Supplies/Equipment** Collect all department equipment (including keys or computer equipment). Provide an inventory checklist to the employee to ensure that all equipment in their name is returned.
- Photo ID** If the employee is separating from the University, the employee should provide their University ID to the Photo ID Office.
- Sick and/or Vacation leave balances.** This should be verified and updated on the date when the final pay is calculated (for Academics ONLY). If the employee is transferring to a new unit, please update the final vacation/sick balances and provide to the new home unit for updating the Banner PEALEAV form. Even though it is not being paid out, please update cumulative sick so correct balances can be forwarded to new unit or to SURS for University service credit. If the employee is transferring to another Illinois State agency which accepts the sick balances, please have the employee make the formal request through their agency.
- HRFE transaction** Review and route the HRFE Separation confirming the Compensable Payout question. Process Pay Adjustment for any compensable sick and/or vacation. Address any overpayment that may have occurred.