

60 Days in Advance

- Notify Supervisor** While not required to formally submit a resignation letter at this time, please begin working with your unit to transition your duties and do any necessary transfers of knowledge.
- The University permits employees to make deferrals to their 403(b) or 457 plans from vacation and compensable sick leave pay outs after separation from the University. If you are interested in making a deferral, you are required to inform University Payroll and Benefits on or before 60 days prior to your last day of employment.
Chicago: 312-996-7200; Urbana: 217-333-3111
- SURS** Please contact SURS if you are retiring from the University at 800-ASK-SURS. The SURS Separation Refund Fact Sheet is a helpful resource for information regarding the withdrawal of contributions.
www.surs.com/printpdf/52

Minimum of 30 Days Prior to Exit

- If you are a Principal Investigator and have been assigned lab space(s) containing hazardous materials, Environmental Health and Safety Office (EHSO) must be notified immediately of the departure so EHSO can “close-out” the lab. Closing-out the lab means EHSO verifies that all chemical, biological, and radioactive materials and waste have been removed from the lab. EHSO also verifies surfaces have been properly decontaminated and unusable lab equipment disposed of. See the “Lab Close-Out Policy” via the link below which provides a checklist of all the steps the PI or Lab Supervisor needs to complete to close-out their lab.
https://www.ehso.uic.edu/research_safety/laboratory_safety/documents_for_principal_investigators_lab_manager

Prior to the move, EHSO should be contacted at labsafety@uic.edu to perform a close-out inspection to validate all hazardous materials have been properly removed from the lab. One person from the laboratory must be present if any issues are found.

2 Weeks in Advance

- Signed Resignation Letter** The letter should be submitted at least 2 weeks in advance; however more than 2 weeks’ notice is preferred. The resignation/retirement form or letter must specify the last date of work. E-mail is sufficient however employees can complete the Resignation/Retirement Form (<https://nessie.uic.edu/pdf/benefits/ResignationRetirementForm.pdf>) in lieu of an email/letter.
- Exit Interview** During the last 2 weeks of employment, contact your unit HR representative to schedule an exit interview.
- Transferring to another position with another State of Illinois public university or a State of Illinois agency** Employees have the opportunity to transfer sick leave credit. Please discuss this with the new State employer – they should provide a form for UIC HR Service Center to verify the final non-compensable and cumulative sick balances. Requests can be faxed to 312-996-1803.
- Reconcile P-Card/T-Card Logs** If applicable, process any travel reimbursements and reconciliations.
- Parking** Work directly with the Parking Office to stop/terminate any parking space and payroll deductions.
122 WSPS, 1100 S. Wood, 312-413-5800.
- Mailing Address Updates** Update your primary permanent address via My UI Info prior to your separation date. Please indicate any contact information. SURS may contact the University to verify the last known address.
- International Employees** (e.g., H-1s, J-1s, etc.): Make sure to complete the Departure Verification Form and provide to your supervisor.
<https://www.ois.uic.edu/common/pages/DisplayFile.aspx?itemId=189201>
- Restoral Register** (Applicable to Civil Service employees only) Civil Service employees who have resigned or have been separated in good standing 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 be restored to the former classification by seniority earned. Employees may make this request within one year of separation. For more information, contact UIC HR at 312-996-0840.

Last Day / Exit Interview

- Create Outgoing Email Message** Create general outgoing email message directing customers to the appropriate unit contact. Please confirm with your supervisor.
- COBRA** For employees who have separated but not retired, employees can continue benefit coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act). Please make sure to contact the Benefits Office should you desire to receive continuation coverage information from Central Management Services within 40 days of the separation. Chicago: 312-996-7200. Information regarding COBRA can be found at:
<https://www.hr.uillinois.edu/benefits/segip/cobra>
- Unemployment** Employees may work with the Illinois Department of Employment Security concerning eligibility for unemployment compensation.
http://www.ides.illinois.gov/Pages/UI_Eligibility.aspx
- Photo ID** Hand in the employee photo identification card to the department or to the Photo ID Center. **Any services available by using the ID 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 to obtain a new Retiree ID card however please obtain a letter reflecting your retirement status from your home unit.
- Positive Time Reporting (PTR)** All reporting must be completed.
<https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm>
- Final Timesheets** If applicable, employees must complete their final timesheet. Faculty and Other Academic must provide their unit with their final vacation and sick leave usage prior to their last day.
- Overpayments** For employees who owe money all **debts must be paid or payment arrangements made before an employee leaves campus.**
If applicable, contact the OBFS Accounts Receivable office. SSB Room 1900, 1200 W. Harrison, 312-996-7869.
- Compensable Payout** Once the final pay has been received, a payroll adjustment will be initiated by the Unit for any compensable sick or vacation time accrued and not used. If more sick and/or vacation leave was used than what was accrued as of the final day of employment, employees will be required to pay that back to the University. Compensable payout will occur after the final pay period, at the minimum 2-3 weeks after the final pay.
- UIC Property** Return all equipment, computers, nametags, tools, uniforms, P-cards, telephone cards, etc., that are property of the employing department and check with your supervisor for proper procedures. This can be verified against the unit's inventory checklist to ensure that all items have been returned.
- The Last W2** Employees who have consented to electronic W2, will be able to retrieve the electronic W2 via www.eprintview.com. The Employer PIN is 0243; the Log on is your UIN number and the Password is your birth date in the following format dd-mon-yy (including the dashes). Employees who did not consent to the electronic W2 should make sure the Permanent Mailing address in My UI Info is up to date.
- Last Payroll Information reporting to SURS** Information is reported to SURS once the final paycheck is paid and includes any compensable payout (vacation and/or sick). This typically occurs 2-3 weeks after final pay. **The Last Payroll Information cannot be finalized if an employee has any outstanding overpayment to the University.**
- Contact Information** Provide updated contact information to your HR Representative so they may contact you should a need arise.