



HUMAN RESOURCES

Illinois State University

Employee Separation Responsibilities

- ☐ Attend your exit appointment with Human Resources to discuss payout, Health, Dental, Life and Retirement Benefits (Nelson Smith Building 101 – 309-438-8311)
- ☐ If retiring, contact the State University Retirement System (SURS) 1-800-275-7877
- ☐ Provide updated contact information to Human Resources / Benefits 309-438-8311
- ☐ Return University ID Card to Human Resources (retirees may go to the Redbird Card Office for their retiree ID card)
- ☐ Return any calling cards or charge cards to your department
- ☐ Office of Parking and Transportation - virtual parking permit refund. Apply for applicable reimbursement by completing the Virtual Parking Permit Refund Request form located at <https://parking.illinoisstate.edu/forms/>. Virtual parking permit refunds are pro-rated monthly. A refund schedule is located at <https://parking.illinoisstate.edu/permits/prices/>. Pay any outstanding parking tickets if applicable. (709 N. Main Street/309-438-8391)
- ☐ Milner Library - return books and pay fines
- ☐ Turn in keys/fobs/access card to Facilities Management at the Administration Building #1 (Building Code AB1) at 715 W. Raab Road in Normal. (309-438-5656/7:30 a.m. – 5:00p.m.)
- ☐ If applicable, return any EMDH uniforms (Questions: Contact Margarita Alberto - 309-438-5584)
- ☐ Complete Timesheet/Benefits Usage in iPeople on your last day of work *Employees who are eligible for Vacation/Sick Payout will typically see this payout approximately one month following the employee's final paycheck. *Non-Continuous employees who have accrued "use-lose vacation" are not eligible for a vacation payout. Their vacation and non-accumulative sick time must be used prior to the final date of the employment period.
- ☐ Cashier's Office – pay any debts owed the University
- ☐ Student Accounts – pay any debts (6071 W. Dry Grove St.)
- ☐ ISU Credit Union – make other arrangements for payroll deducted loans
- ☐ Access and log into My.IllinoisState.edu and select Campus Solutions to make updates to your phone number and mailing address (for your final W-2 mailing).
- ☐ Access and log into My.IllinoisState.edu and select iPeople. Use a VPN if not connected to the ISU network.
 - Make any needed changes to your W-4 or Direct Deposit
 - Print previous pay stubs and W-2's prior to your last day
 - Print final paystub or request from the Payroll Office at 309-438-7677 or email payroll@ilstu.edu

Employee Signature: _____

Date: _____

NOTES: