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)

☐ Access iPeople: update W-4 form, address and phone number (final W-2 mailing)

☐ 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

☐ Parking Services - return/cancel/convert parking permit & apply for applicable reimbursement

☐ Milner Library - return books and pay fines

☐ Student Accounts – pay any debts (6071 W. Dry Grove St.)

☐ Turn in keys/fobs/access card to Facilities Management in the Carter Harris Building (600 W. Gregory St.)

☐ If retiring, contact the State University Retirement System (SURS) 1-800-275-7877

☐ If applicable, return any Campus Dining uniforms (Questions: Contact Margarita Alberto - 309-438-5584)

☐ ISU Credit Union – make other arrangements for payroll deducted loans

☐ 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

Employees exit appointment date_________________ and time_________________ with Human Resources