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 in the Carter Harris Building (600 W. Gregory St./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.
  o Make any needed changes to your W-4 or Direct Deposit
  o Print previous pay stubs and W-2’s prior to your last day
  o Print final paystub or request from the Payroll Office at 309-438-7677 or email payroll@ilstu.edu

Employee Signature: _________________________ Date: ______________

NOTES: