



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



HUMAN RESOURCES

Illinois State University

NOTES: