

ILLINOIS STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Employee Separation Checklist

Employee Responsibilities

Address Change

- Report change of address to the Office of Human Resources for future tax mailings.

Insurance

- Upon termination of employment at ISU, health/dental/life/vision coverage will terminate at midnight on the last day of employment. If you have questions regarding insurance coverage or options, please contact the Office of Human Resources.

Miscellaneous

- ISU Credit Union members should notify the Credit Union, as it relates to loan payments.
- Return books and pay outstanding fines to Milner Library.
- Return university charge cards to Vice President for Finance & Planning department.

Parking

- Return parking permit and pay outstanding fines to Parking Services. If you paid for a parking permit in advance, you can fill out a reimbursement request form at Parking Services.

Redbird ID Card

- CS employees should return ISU Redbird ID card to the Office of Human Resources. Faculty and A/P employees should return ISU Redbird ID card to the Redbird Card Office.

Retirement

- Make a decision about retirement contributions (if applicable). Contact SURS if you want to request a separation refund. For more information, refer to the 'Separation Refund Fact Sheet' (which may be obtained online at: www.surs.org/pdfs/joint/RefundFacts.pdf).

Time/Benefit Reporting

- Non-exempt CS employees should ensure time card is complete through the final day of employment. Faculty, A/P, and Exempt CS employees should ensure benefit usage card is complete through the final day of employment. All time cards and benefit usage cards should be signed and sent to Payroll.

University Property

- Inform supervisor of university telephone voicemail password.
- Return ISU key(s), prox card, and FOB (if applicable) to Facilities Management.

Employer Responsibilities

- Computer sign-on and access to computer files are cancelled upon employee's separation. The department secretary/fiscal agent sends a memo with the employee's name, UID, and codes to be cancelled to Administrative Information Systems.
- Telephone codes for long distance calling are cancelled upon employee's separation. The department secretary/fiscal agent sends a memo with the employee's name, UID, and code number to Telecommunications.
- University e-mail account is cancelled. The department secretary/fiscal agent calls the Computer Help Desk to cancel the e-mail account. Note: Retirees will retain university e-mail account indefinitely.

Contact Information

Campus Units

- ◆ AIS (438-3611)
Administrative Information Systems
www.ais.ilstu.edu
- ◆ Comptroller's Office (438-2143)
www.comptroller.ilstu.edu
- ◆ Computer Help Desk (438-4357)
www.ilstu.edu/helpdesk
- ◆ Credit Union (438-8400)
www.ilstucu.org
- ◆ Human Resources, Office of (438-8311)
www.hr.ilstu.edu
- ◆ Facilities Services (438-5611)
www.fac.ilstu.edu
- ◆ Milner Library (438-3451)
www.library.ilstu.edu
- ◆ Parking Services (438-8391)
www.parking.ilstu.edu
- ◆ Payroll (438-7677)
www.comptroller.ilstu.edu/payroll
- ◆ Redbird Card Office (438-2273)
www.comptroller.ilstu.edu/redbird
- ◆ Telecommunications (438-8731)
www.telecom.ilstu.edu
- ◆ VP for Finance & Planning (438-2143)
www.vpbf.ilstu.edu

External Unit(s)

- ◆ SURS (800-275-7877)
State Universities Retirement System
www.surs.org