

The purpose of this form is to assist departments, employees, and the Office of Human Resources to complete the separation process. It must be submitted to HR prior to an employee's last day of work.

Departments: After this form is completed by the employee and the department, scan and email it to HR Benefits at benefitshr@siue.edu.

Employee Last Name:		Employee First Name:	
Banner ID:		Last Working Date:	
Separation Date:		Department:	
Job Classification: Faculty Admin./Prof. Civil Service			
Supervisor Name/Phone No.:			
Separation Reason: Retiring Resigning Transferring to other State of Illinois agency Termination Other:			
	Employee Duties		Department Duties
	Submit resignation form to dept. supervisor as soon as possible		Collect all University property (keys, ID card, P-card, office equipment, uniforms, laptop, Parking Services service permit, etc.)
	If retiring, submit paperwork to SURS 90 days in advance		Contact Facilities Mgmt. to remove building access
	Update W-4 info for final W-2 mailing		Contact Purchasing to close P-card account
	Update contact info in CougarNet		Audit final salary timesheet/pay
	Return all University property (keys, ID card, P-card, office equipment, uniforms, laptop, Parking Services service permit, etc.)		Update Vacation/Sick Leave Taken fields in Banner on PEALEAV
	Clean out desk/locker/cubicle before separation		Submit Vacation/Sick Leave Reporting form to Benefits immediately upon separation date
	Submit any outstanding Flex Spending (MCAP/DCAP) claims		Submit Employee Separation of Service form at least 7 days before last day of employment
	Pay any outstanding amounts owed to SIUE (parking or library fines, etc.)		If the employee was responsible for any of the following duties, please submit the associated forms to remove their access, in addition to a SARE (ITS): Dept. Time Entry Dept. Time Approval Leave Admin. Employee View
	Complete the Laboratory/Studio Space Close-out Procedure		
	Ensure an external <i>personal</i> email address is added to your Employee Profile.		Email the Network Services Requisition to Telecom at ONE of the following emails: trohrba@siue.edu ; lmccann@siue.edu ; amosby@siue.edu
			If the employee was responsible for research or lab space, notify Environmental Health & Safety for determination of decommissioning and to ensure the department has arranged for disposal of hazardous materials. Ensure department adheres to lab close-out checklist .
			Review applicable moving expenses conditions that may apply to determine potential reimbursement.

Please ensure the individual completes the appropriate [confidential Exit Survey](#).

Supervisor Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

HR Signature: _____ **Date:** _____