

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](mailto:benefitshr@siue.edu).

<b>Employee Last Name:</b>		<b>Employee First Name:</b>	
<b>Banner ID:</b>		<b>Last Working Date:</b>	
<b>Separation Date:</b>		<b>Department:</b>	
<b>Job Classification:</b> Faculty      Admin./Prof.      Civil Service			
<b>Supervisor Name/Phone No.:</b>			
<b>Separation Reason:</b> 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 <a href="#">CougarNet</a>	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 <a href="#">Vacation/Sick Leave Reporting</a> form to Benefits immediately upon separation date
Submit any outstanding Flex Spending (MCAP/DCAP) claims	Submit <a href="#">Employee Separation of Service</a> 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 <a href="#">SARF</a> (ITS): <a href="#">Dept. Time Entry</a> <a href="#">Dept. Time Approval</a> <a href="#">Leave Admin.</a> <a href="#">Employee View</a>
Complete the confidential Exit Survey found on the <a href="#">Faculty/Staff webpage</a>	Email the <a href="#">Network Services Requisition</a> to Telecom at ONE of the following emails: <a href="mailto:trohrba@siue.edu">trohrba@siue.edu</a> ; <a href="mailto:lmccann@siue.edu">lmccann@siue.edu</a> ; <a href="mailto:amosby@siue.edu">amosby@siue.edu</a>
Complete the <a href="#">Laboratory/Studio Space Close-out Procedure</a>	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 <a href="#">lab close-out checklist</a> .

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_