

PLEASE READ THE FOLLOWING POLICY FROM THE GRADUATE COLLEGE HANDBOOK BEFORE COMPLETING THE ATTACHED IHR FORM

Chapter VIII: Assistantships and Fellowships

Section A.7: Renewal, Resignation, Graduation, and Termination of Appointments:

“A student who resigns an assistantship appointment or whose appointment is canceled before service is rendered for at least three-fourths of the academic term (91 days during a spring or fall semester, 41 days in summer term, or 21 days in summer 1 term for TA appointments) loses the accompanying tuition and fee waiver. This means that the student would be required to pay the full amount of appropriate tuition and fees for that term. There are two exceptions. The waiver remains in effect if the student withdraws from the University (see chapter VII.C) on or before the last day of the assistantship appointment, or resigns from the assistantship and then completes all degree requirements for graduation **within seven calendar days of the resignation.**”

This applies to the "Separation Effective Close of Business" on the next page. This is the effective date you will be resigning from your assistantship. You must make sure the date you provide is in accordance with the rules above, to avoid losing your tuition and fee wavers.

EMPLOYEE SEPARATION AND EXIT FORM

For Graduate Assistants (all titles), Graduate Hourly, Academic Hourly, and Extra Help Employees)

Name: _____ UIN: _____

Department: _____

Job Title: _____

Separation Effective Close of Business: _____

Contact Information for future correspondence (please also change your address via [My UI Info](#)):

Address: _____

Phone: _____

Email: _____

Please return completed form to your department.

Note to unit: a copy of the complete Exit Form should be attached to the HRFE Separation transaction.

I have provided my employing unit(s) with a signed letter indicating my resignation or retirement, including my last work day. E-mail is also sufficient.

Appointment and Payroll Information

I have been advised that:

- if I am an academic hourly, graduate hourly or a graduate assistant (administrative only), I must complete my final time report.
- if I am a vacation eligible graduate assistant, I must submit my final vacation usage to my unit HR office.
- I should contact the University Bursar (100 Henry Administration Building, 217-333-2180 or email bursarhelp@uillinois.edu) if I owe any other money to the University. **All debts must be paid, or payment arrangements made before the employee leaves campus.**

- I should contact University Payroll and Benefits at 506 S. Wright St., Room 177, 217-265-6363; payinq@uillinois.edu if there are any outstanding payroll overpayments to me, to resolve the overpayment issue before leaving campus.
- **if I am Graduate Assistant** (teaching, research, pre-professional or administrative) the resignation of my waiver-generating assistantship appointment might affect the tuition and fee waiver, including the loss of the waiver. Further, I have been advised to review the Graduate College Handbook <https://grad.illinois.edu/files/pdfs/handbook.pdf>, Section 8.1, and contact the Graduate College, 507 E. Green St., grad@illinois.edu, or 333-0035 to get more information.
- if I consented to receive my W-2, 1042-S and/or 1095-C electronically, I will be able to retrieve my form W-2, 1042-S and/or 1095-C from the vendor's website mid-January following the instructions on the OBFS website at <https://www.obfs.uillinois.edu/payroll/tax-information/w-2/>.

Parking, Equipment, i-Card, & Other Information

I have been advised to:

- contact University of Illinois Parking (1201 W. University Ave., 217-333-3530) to pay any parking tickets or terminate my parking space and payroll deduction, if applicable, . More information is available at [Illinois Parking Department](#).
- return all equipment, computers, keys, tools, p-cards, t-cards, etc. that are the property of my employing unit, as well as submit all work deliverables, and to check with my supervisor for proper procedures.
- return all library books before leaving the campus.
- return my i-Card to my department HR office by the last day of work. Any services available by using the identification card will cease to be effective at midnight on the date of my separation.
- update my home mailing address, using [My UI Info](#). (My UI Info will be available 30 days after resignation and 90 days after retirement.) Any address changes after the 30- or 90-day period must be made by contacting University Payroll and Benefits (506 S. Wright, Room 177, phone: 217-265-6363, or email: payinq@uillinois.edu). This is extremely important as it relates to the mailing of the W-2 form in January.

I have read and understand the above information. I understand that it is my responsibility to take any necessary action.

Employee Signature

Date

Copy: Departmental Personnel File
Employee

Resignation

I, _____, UIN# _____,

resign my position as _____ in the School of Chemical Sciences,

effective at the close of business on _____.

Signature: _____ Date: _____

Please initial next to the statement that applies to you.

_____ I will be leaving the University of Illinois completely, and will no longer be employed here.

_____ I will have another position at the University of Illinois, please only end my current position.