



Exit Checklists

Exit checklists are required for **most** employees leaving the University of Illinois (Resigning or Retiring). They should be completed and returned to the employee's department for attachment to their HRFE (Human Resources Front End) transaction. **When leaving the university, it takes approximately 6-8 weeks for all processes to be completed (please inform your outgoing employee(s) of this)**. Below are some tips and a list of transactions that do not require an exit checklist.

Tips:

- Electronic signatures are accepted!
- The exit checklist is unable to be attached after the separation transaction has gone through the first apply, so it is important that it be attached initially!
- If the employee is unavailable or refuses to sign the exit checklist, the unit must sign and date on their behalf documenting that the employee was unavailable or refused. This is required for auditing purposes.
- The exit checklist **is** required for paid Visiting Scholars.

Transactions that do NOT require an exit checklist

- Hourlies (Grad or Academic)
- Extra Help
- End jobs (one job ending to accept another appointment)
- NONRs (appointment ends naturally)
- Unpaid courtesy appointments with an end date (appointment is ending naturally)
 - *If the appointment is being truncated earlier than the natural end date, then a resignation letter **is** required (an exit checklist is not applicable for an unpaid position).*

For more in-depth information please refer to:

Illinois Human Resources (IHR) Exit Process:

<https://humanresources.illinois.edu/employees/exit-process/academic-employees.html>

Link to SURS: <https://surs.org/>

For further consultation:

Illinois Human Resources (IHR) Data Operations: IHR-dataops@illinois.edu

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