

CIVIL SERVICE EXTRA HELP RESIGNATION/TERMINATION

SOUTHERN ILLINOIS UNIVERSITY

NAME: Last First Middle Employee # Department Mailcode

FORWARDING ADDRESS: Street City State Country Zip Code

Position ID			
Department (Organization)			
Classification (Mark One)	Clerical/Secretarial Skilled Crafts	Technical/Paraprofessional Professional/Non-faculty	Service/Maintenance Executive/Admin/Managerial

Check appropriate reason:

Resignation

This resignation is executed voluntarily in order to discontinue service in above position(s) and is not given or executed by reason of any threat, force, duress, or undue influence of any kind by any person or person(s) whomsoever.

To be effective at the close of business on _____ .

Signature of Employee Date

Termination

End of Assignment (assignment ended prior to anticipated ending date)

Unsatisfactory performance

900 hours exhausted

Other

To be effective at the close of business on _____ .

PLEASE NOTE: The department is responsible for insuring the return of all University property and equipment, including but not limited to the following: office, computer, audiovisual and other equipment; building, desk, file and electronic entry keys; copy, telephone, University charge and debit cards; cellular phones and beepers; uniforms.

ADMINISTRATIVE APPROVALS (As required by campus)

Chair/Fiscal Officer Date Dean/Director Date Other administrative approval Date

HR Representative Date

DEPARTMENTAL EXIT CHECK LIST
CIVIL SERVICE EXTRA HELP RESIGNATION/TERMINATION

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

When a staff member terminates employment with SIUC, the Fiscal Officer must certify the return of all items listed below. Check all items that apply to the terminating staff member. If unable to retrieve all items, contact Payroll so that the final pay can be delayed until receipt of all items. Payment is also dependent upon timely transmission of final pay information to Human Resources (Employee Records). **This procedure applies to all separating staff, including those on term or extra help appointments, layoff or permanent disability.**

Staff Member Name	Employee #	Title
Department		Last Day of Employment

EQUIPMENT

Instruments Uniforms Computer Calculator Tools Instructional Aids

Other / Comments: _____

TELECOMMUNICATIONS

Cell Phone Pager Long Distance Access Number AT&T Long Distance Calling Card

Other / Comments: _____

KEYS, ACCESS CARDS, AND KEY FOBS

Desk and File Keys Office and Building Keys Special Access Card Parking Hang Tags

University Vehicle Keys Travel Service Fuel Pin Facility Security Pass

Other /Comments: _____

ID AND CHARGE CARDS

SIU Employee or Faculty ID Diner's Club University Pcard

Other / Comments: _____

REVOKE ACCESS TO RESOURCES (Additional forms may be required to revoke access.)

Fiscal Officer¹ Unit Officer¹ AIS¹ RPT²

Fiscal Officer Delegate³ Banner⁴ Computer Network Access and E-mail⁵

Other / Comments: _____

¹ Use the following link to complete the "[AIS User Form](#)"
² Use the following link to complete the "[Request for Reporting \(RPT\) System Access - AIS](#)"
³ Use the following link to complete the "[Delegation of Fiscal Officer Authority](#)"
⁴ Send [Email](mailto:banner@siu.edu) to request access to Banner be revoked <mailto:banner@siu.edu>
⁵ Retirees will retain computer network access and e-mail.

I certify that I will return all university property by my last day of employment listed above.

Separating Employee Signature	Date
As the Fiscal Officer, I understand that I am responsible for the return of all items listed above.	
Fiscal Officer Signature	Date

Dept. Use Only
Access revoked by: _____
Date revoked: _____