

EMPLOYER RESPONSIBILITY CHECKLIST

Provide the employee with information from the Illinois Department of Employment Security (IDES) and advise them that they may wish to contact IDES concerning eligibility for unemployment compensation.

<http://www.ides.illinois.gov/page.aspx?item=33>

Transition final work and projects.

Notify the Unit Security Contact (USC) so that all systems access can be terminated. USC is required to terminate systems access as soon as or before the employee's last date of employment.

Collect all department equipment (including keys or computer equipment) and delete building access, if applicable. Provide an inventory checklist to the employee to ensure that all equipment in their name is returned.

Initiate Separation (if employee is completely separating from the University) or End Job (if the employee is leaving your organization but not the University) transaction in HRFE.

Update PEALEAV balances in Banner after the final calc date (for Academics ONLY).

Process Pay Adjustment if a pay-out is due. For further instructions on pay adjustments, refer to following page:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=924300>

Reconcile any PCard logs, if applicable.

Cancel employee's Corporate American Express Card, if applicable.

Process any travel reimbursements, if necessary.