



# HUMAN RESOURCE SERVICES

N O R T H E R N I L L I N O I S U N I V E R S I T Y

"AN EQUAL OPPORTUNITY EMPLOYER"

## EMPLOYMENT SEPARATION FORM

Please submit completed form to CivilServiceEmployment@niu.edu.

Employee ID:

Date:

Name:

Department:

CS Position #:

Classification:

I, the undersigned, tender my resignation from Northern Illinois University at the close of business on (actual last day worked)

For the following reason:

Retirement (through SURS)

Resignation (provide reason for resignation in box below)

Employee Signature

Date

Human Resource Services Signature

Date

Your department will be notified of your resignation/retirement from the university after HR receives this form and processes it in the HR system. Your position will then be released for refill.

A few things for you to be aware of:

1. Your name will be removed from all applicable civil service testing registers, in accordance with Statute and Rules of the State Universities Civil Service System, Subtitle A, Section 250.60 (g)(6).
2. If you have any questions regarding contributions to SURS, please reach out to them at: 1-800-275-7877.
3. If you have any questions about benefits, please reach out to CMS at: 1-800-442-1300.

**FOR HR OFFICE USE ONLY:**

The named employee is terminated at the close of business on  
Because of :

Account Code: