

# University of Idaho

## Benefits Information Upon Separation from Employment

Medical Plan	
<b>University of Idaho Benefits Center – COBRA</b> 800-646-6174 <a href="http://www.universityofidahobenefits.com">www.universityofidahobenefits.com</a> Plan # 10030497	Health insurance for you and your covered dependents terminates on your last day of employment. You have 60 days from the date of termination to enroll in COBRA coverage. COBRA allows you to continue in the same medical plan without a break in coverage. You will be responsible for 100% of the plan premiums, as well as a 2% additional cost for administration fees.
Leave Balances	
<b>Annual Leave, Sick Leave &amp; Comp Time</b>	Annual Leave and Comp Time balances are paid to employees upon separation. Sick Leave balances are not paid out and are forfeited at the time of separation; however, they will be reinstated should employee return to state service or to the University with 3 years of separation.
Health Savings Account	
<b>Health Equity</b> 888-763-7636 <a href="http://www.healthequity.com">www.healthequity.com</a>	Your Health Savings Account is still an active account, and it is yours to take with you when you leave the University. You can leave your money with Health Equity, or you can transfer the money into a new HSA account. The University will no longer pay the account fees after you have separated from employment.
Flexible Spending Account	
<b>WageWorks</b> 800-950-0105 <a href="http://www.takecarewageworks.com">www.takecarewageworks.com</a>	If you have outstanding claims with your Flexible Spending Account, you will have 90 days from your termination date to submit them for reimbursement. Any medical or dependent care balances will be voided after 90 days.
Group Life Insurance	
<b>The Standard</b> 800-378-4668 <a href="http://www.standard.com">www.standard.com</a> Plan # 645326	You may be eligible for the life insurance portability or the life insurance conversion options. If you are interested in either of these options, you must contact The Standard immediately. Your application must be submitted within 31 days from your last day of employment.
<b>NCPERS (PERSI Life Insurance plan)</b> 800-525-8056 Plan # 11011-250-3000	<b>If you were enrolled in the NCPERS Life Insurance plan, you may be eligible for the life insurance portability or the life insurance conversion options. If you are interested in either of these options, you must contact the insurance agent within 30 days of your last day of employment.</b>
Base Retirement Plans	
<b>TIAA</b> 800-842-2733 <a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a> Plan # 101832  <b>VALIC</b> 800-448-2542 <a href="http://www.valic.com">www.valic.com</a> Plan # 03352	If you enrolled in either the TIAA or VALIC base plan, you are vested from your date of hire. Upon termination, you may leave your money with either vendor, roll it over into a new retirement plan, or withdraw your funds within the contract guidelines. Early withdrawals may be subject to taxes and penalties. Forms are available on the vendor website.
<b>PERSI</b> 800-451-8228 <a href="http://www.persi.state.id.us">www.persi.state.id.us</a>	You are vested after 60 months of participation. Upon termination, you may leave your money with PERSI until retirement if you are vested. If you are not vested, you have a limited time to rollover or withdraw your funds. Early withdrawals may be subject to taxes and penalties. More information and forms are available from the PERSI website.  In order to roll over or withdraw your funds, you will need to complete an RS108 form and return it to PERSI.
Voluntary Benefits	
For your voluntary benefits, such as AFLAC, Liberty Mutual, Prepaid Legal Services, etc., you will need to contact the vendor directly to arrange other payment options.	

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Employees leaving employment with the University of Idaho should make contact with the following areas to ensure that all University property is returned, accounts cleared, and necessary information is provided. Employees are personally responsible to ensure all items are returned and all obligations paid.

Additional helpful information is provided for easy reference. Exiting employees are encouraged to complete the online employee [exit survey](#) or ask for an exit interview with Human Resources by contacting Human Resources at 885-3031 if desired.

<b>Employee Checklist</b>		
<b><i>Employee's Department</i></b>	<b><i>N/A</i></b>	<b><i>Completed</i></b>
Keys/Card Readers (Vandal Card) Returned		
Credit Cards Returned		
University Assets Returned:		
Books		
Computer(s)		
Computer Software		
Laboratory Equipment/Animals/Etc.		
Personal Protective Equipment		
Vehicles/Motorized Equipment		
Other: _____		
Other: _____		
All Time and Leave Reported Before 5 p.m. on Last Day		
You May Be Required to Use All Annual Leave/Compensatory Time Before Last Day		
As Per Policy, You Must Work Your Last Day		
<b><i>Business and Accounting Services</i></b>	<b><i>N/A</i></b>	<b><i>Completed</i></b>
Accounts Receivable Obligation(s) Paid		
Computer Store/Vandal Store Balance Paid and/or Notified		
Parking Permit – Depending on Permit May Need to Return and/or Reconcile Payment Due/Refund Available		
<b><i>Faculty Specific</i></b>	<b><i>N/A</i></b>	<b><i>Completed</i></b>
Final Grades Submitted		
Major Professor/Advisee Duties Handed Over		

