

Separation from Employment Benefit Information



Medical Plan	
University of Idaho Benefits Center – COBRA 800-646-6174 www.universityofidahobenefits.com Plan # 10030497	Health insurance for you and your covered dependents terminates on your last day of employment. You will be sent a COBRA enrollment packet approximately 2 weeks after your termination date. 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. The COBRA packet will be mailed to the last mailing address the university has on file, please keep it current.
Leave Balances	
Annual Leave, Sick Leave & Comp Time	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.
Pre-Tax Spending Accounts	
Health Equity 888-769-8696 www.healthequity.com	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.
Health Equity 888-769-8696 www.healthequity.com	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	
The Standard 800-378-4668 www.standard.com 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.
NCPERS (PERSI Life Insurance plan) 800-525-8056 Plan # 11011-250-3000	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.
Base Retirement Plans	
TIAA 800-842-2733 www.tiaa-cref.org Plan # 101832	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.
VALIC 800-448-2542 www.valic.com Plan # 03352	
PERSI 800-451-8228 www.persi.state.id.us	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	
CORESTREAM 855-952-1600	For your voluntary benefits, such as AFLAC, Liberty Mutual, Legal Services, Pet Insurance, etc., you will need to contact Corestream 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.

Employee Checklist		
<i>Employee's Department</i>	<i>N/A</i>	<i>Completed</i>
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		
<i>Business and Accounting Services</i>	<i>N/A</i>	<i>Completed</i>
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		
<i>Faculty Specific</i>	<i>N/A</i>	<i>Completed</i>
Final Grades Submitted		
Major Professor/Advisee Duties Handed Over		

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Contact Information For Students Who May be Seeking Letters of Recommendation In Near Future		
OSP/Research – Close Grants & Contracts Change PI Status		
Transition Graduate Students to Another Major Professor		
<i>Human Resources</i>	<i>N/A</i>	<i>Completed</i>
Contact Benefit Services Regarding Benefit and Retirement Questions		
View the separation page on the Benefits website: www.uidaho.edu/human-resources/benefits/core-benefits/separation-benefits		
Contact Payroll with Final Pay and Leave Payout Questions at payroll@uidaho.edu		
Update Address for Benefits Information and Payroll Information That Will Be Sent After Your Last Day of Work at hr@uidaho.edu or payroll@uidaho.edu or benefits@uidaho.edu		
Complete The Exit Questionnaire or Request Exit Interview at http://www.uidaho.edu/human-resources/employee/separation/exit-questionnaire		
<i>Other – Additional Notes</i>	<i>N/A</i>	<i>Completed</i>