

If you have any questions about this information, please contact the HR Service Center at 315.443.4042 or hrservic@syr.edu.

Retiring?

Be sure to contact the HR Service Center to set an appointment to review retirement benefits with a representative three months in advance of your last day.

Notification

Notify your department as soon as you are aware of your separation. It is recommended that you give at least two pay periods notification.

Property

Return all University property to your department or facility including all borrowed materials, ID cards, access cards, University credit cards, keys, technical equipment (phones, laptop computers, PDA's, pagers, two-way radios, iPad, etc.) and all other University owned property.

Address Change

Confirm/update your home address and phone number on [MySlice](#) before your last day so that COBRA, conversion, mail, and tax and benefit statements are sent to the correct mailing address.

Benefits

All benefits coverage ends on the employee's last date worked, unless the employee chooses continuation coverage where available. The availability of continuation varies by benefit type and is explained below. Please keep in mind that regardless of your date of separation from the University, the entire benefit premium for that pay period will be deducted from your paycheck. The premium will not be pro-rated and no reimbursement will be granted.

Medical, Dental, Vision and Flexible Spending Accounts

Upon separation for certain COBRA-qualifying events, COBRA extends the right to continue plan coverage for a specified period of time to eligible employees and their enrolled dependents at their own expense and at full cost. The COBRA notification will be sent to the permanent home address listed in [MySlice](#) within 44 days of your date of separation from the University, if you are eligible. COBRA coverage, if elected and paid within the required timeframe, will be effective the first day you are no longer benefits eligible. You may cancel COBRA at any time. A few important notes about COBRA:

1. You can only continue the plans you were enrolled in on the date of separation from the University. You may not change plans or enroll in new plans.
2. If COBRA is not elected, medical, dental, and vision coverage will cease as of the day of separation.
3. You will have until Apr. 30 of the following year to submit receipts to [WageWorks](#) for reimbursement from your Flexible Spending Account (FSA) for expenses that occurred prior to your separation date.

4. You may be eligible to elect COBRA to continue your health care FSA, if you have unclaimed funds remaining in your account on the day you separate. Choosing to elect COBRA to continue your health care FSA will require you to pay your contributions on an after-tax basis, but it allows you to submit expenses that are incurred after your last day worked. Note: The dependent care FSA may not be continued under COBRA; you may only submit expenses incurred prior to your separation date.
5. In addition to COBRA, there may be other health insurance coverage options for you and your family through the Marketplace. In the Marketplace, you could be eligible for a tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage through the Marketplace. For more information about health insurance options available through the Marketplace, please visit [healthcare.gov](https://www.healthcare.gov). Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's or domestic partner's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days of your separation date.

Long Term Disability Insurance

If you were enrolled in this benefit as an active employee, you will be mailed paperwork from **The Standard** offering you the option to convert your coverage to an individual policy. You must apply and pay for conversion within 31 days of your last day.

Life Insurance

- **Non-retirees:** You will be mailed paperwork from **MetLife** offering you the option to convert your coverage to an individual policy. You must apply and pay for conversion within 31 days of your last day. For additional information or if you would like to change your beneficiaries on a converted policy, please contact MetLife at 877.275.6387.
- **Retirees:** If you are retiring, you will continue to receive University-paid coverage at a reduced benefit amount of \$3,000. You may convert any amount of lost coverage in excess of \$3,000. If you would like to change your beneficiaries, please contact the HR Service Center at 315.443.4042.

MetLife Auto and Home Insurance

To continue this coverage, contact **MetLife** at 315.656.2982. Premiums must be remitted directly to MetLife.

John Hancock Long Term Care Insurance

To continue this coverage, contact John Hancock Insurance at 888.588.7716.

TIAA Retirement Account

All University and voluntary contributions to your TIAA account will cease as of the date of separation from the University. The account itself remains intact unless you choose to take a distribution or rollover to another qualified plan. You can continue to manage your account

through a TIAA representative by calling 855.842.CUSE (2873) or visit tiaa.org/syr. If you have an outstanding loan balance when your employment ends, you must repay it in full within 60 days or it will be deemed a taxable distribution and may be subject to a penalty.

Payroll

Questions regarding the following items should be directed to Payroll by calling 315.443.4042, option 2, or email payroll@syr.edu:

- **Timesheets:** Submit your final timesheet to the person in your department responsible for payroll input.
- **Final paychecks:** Your final pay will be automatically deposited if you have direct deposit. For other arrangements, contact the Payroll department at 315.443.4042, option 2 or payroll@syr.edu.
- **Other paycheck deductions:** For loan payments, child support, etc., contact your financial institution or appropriate source to make payment arrangements.
- **W-2 Forms:** To ensure receipt of Form W-2 for income tax purposes, confirm/update your "permanent" home address and phone number on [MySlice](#). If the W-2 is not received by Jan. 31, contact the Payroll Office at 315.443.4042 or payroll@syr.edu.

Vacation Pay

Payment of any unused vacation time is at the discretion of your department. Only unused vacation time may be paid in the last paycheck for the balance of vacation hours accrued and not used. Accrued but unused Personal Business, Floating Holidays, and Sick Time will not be paid out.

Parking

Return parking permits, proxy cards, and service passes to the Parking Office on or before the date of separation from the University.

Administrative Obligations

Any outstanding travel advances or credit cards reconciliations must be resolved prior to separation, including reimbursement of funds if applicable.

Outstanding Debts

Any outstanding debts to the University must be paid out upon separation (i.e. Parking, library, other fees).