

NOTICE OF SEPARATION

 Ephraim

 Richfield

Employee's Name:		Current Date:	
Social Security #/Banner ID:		Separation Date:	
Reason for Separation:			
New Address/Phone #: <small>(How can I be reached after separation)</small>			

Receive clearance from the following areas to release your final paycheck

Clearances

1. Check for Library Holds:

_____ Responsible Library Representative

3. Travel Advance, P. Card, Office Depot

_____ Purchasing

5. IT: computer, email, etc.

_____ IT

2. Return of Keys under your name & possession:

_____ Campus Services/Facilities

4. Other, i.e., equipment, supplies, assets

_____ Financial Office

6. Exit Interview with Human Resource Office

_____ HR Director/Liaison

Verifications

Unused Vacation Leave:		Unused Comp. Time:		Payroll Deductions:	
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Notifications

N/S copies to Payroll:		Benefits Terminations	
St. Retire Benefits Form:		PEHP:	
TIAA-CREF Information:		Life Insurance:	
Waiver Form:		Other Deducts:	
Banner Termination:		N/S Dist List Notice:	

I have been advised of my right to convert my life insurance to an individual policy and to maintain temporary group health and dental coverage consistent with P.L. 99-272 (COBRA).

Employee Signature: _____

HR Director/Liaison Signature: _____ Date: _____

CLEARANCE 1-5 OF THIS FORM MUST BE COMPLETED IMMEDIATELY ON OR BEFORE THE DAY OF SEPARATION. PLEASE NOTE FINAL PAYCHECK **WILL BE** DIRECT DEPOSITED UPON FINAL EXIT INTERVIEW. (CLEARANCE 6) WITH HUMAN RESOURCES IF DONE PRIOR TO 25TH OF THE MONTH.

What to expect if you have...

PEHP Traditional Medical Plan:

Medical and Dental will end on date of termination. Services before that date will be covered. Be sure and inform your pharmacy because that is the place that you will have the biggest problem. They tend to continue billing PEHP until you let them know you no longer have that coverage. Contact number: Claims 800-765-7347; PEHP 800-365-8772. Website: <https://www.pehp.org>.

PEHP Star Medical Plan:

Medical and Dental will end on date of termination. Services before that date will be covered. However, the money that has been put into your HSA is your money. Remember it can only be used for medical or dental expenses. Contact number: Claims 800-765-7347; PEHP 800-365-8772. Website: <https://www.pehp.org>.

Optional vision plan:

The vision plan will end on your termination date. Services before that date will be covered. Contact number: EyeMed 866-723-0596, Website <http://www.eyemedvisioncare.com>. Contact number OptiCare 801-869-2020, Website <http://www.opticareofutah.com>.

NBS Flexible Spending:

The Flexible Spending (Cafeteria Plan), ends on your termination date as far as what has been expended, (Spent by going to doctors, etc.) However, you have until the end of the fiscal year to submit your receipts. If you have a debit card, it is shut off at the time of termination. You will need to submit your receipts by mail with the appropriate form. Contact number: 800-274-0503. Website www.NBSbenefits.com.

URS:

With URS you have the option to either keep your 401K money where it is or roll it over into another account. The form to roll it over can be found on the URS website under forms and is titled, "Utah Retirement Systems 401(K) Withdrawal". Or you can call 1-800-688-4015 and request a form from the Savings Program Department. They do not automatically send you the form, you must request it. Contact number: Defined Contribution Savings Plans 800-688-4015; Retirement Division Defined Benefits 800-695-4877. Website <https://www.urs.org>.

TIAA:

With TIAA you will have the option to move the funds to another account; receive a lump sum withdrawal pending IRS penalties; or keep it where it is. Contact number: Individual Advisory Services 888-211-3868; Retirement 800-842-2252. Website <https://www.tiaa.org/public/index.html>.

Life Insurance (college offered and supplemental including Short and Long Term Disability):

Life insurance provided by the college is Term Life Insurance. It will be in place for the duration of employment. Once employment ends, so ends the term of your life insurance. However, you might be able to continue your supplemental life insurance by contacting Lincoln. The policy MAY transfer to a personal policy not associated with Snow College. There are some stipulations around conv/port. I.e. Portability is not offered if terming for total disability or retirement. Call 800-423-2765 to see if you qualify. Also, at the time of termination Short and Long Term Disability will discontinue. Contact number: [800-487-1485](tel:800-487-1485), Website: Lincoln: CustServSupportTeam@LFG.com.

AFLAC or Conseco:

If you have either of the cancer insurances, you can keep them by contacting the company and letting them know you wish to continue your coverage. Contact number: AFLAC 800-992-3522, Website: AFLAC <https://www.aflac.com>; Contact number: Conseco (Washington National) 800-525-7662, Conseco (Washington National) Website <http://www.washingtonnational.com>.