

Employment Exit Guide

TO: UAA Extended Temporary Staff

FROM: UAA Human Resource Services

As a participant in the University of Alaska health care programs and other benefits, upon termination of employment you may have decisions to make regarding the disposition of your benefits. To assist you in reviewing your options and completing any applicable paperwork, UAA Human Resource Services provides the following information.

If you desire a face-to-face exit meeting with your HRS Consultant, or if you have questions about your benefits, or need assistance with your exit options, please call (907) 786-4608 to schedule a meeting.

Health Insurance Continuation - Option I

As a participant in the University of Alaska group health insurance plan, your health insurance coverage will continue through the last day of the month in which you terminate employment. Based on the Federal COBRA regulations, you are eligible to continue health insurance coverage for yourself and eligible dependents for 18 months if you pay the required premiums. You will be notified of your COBRA rights and receive all necessary enrollment forms, information, and costs for continuing your health insurance through COBRA via US mail to your mailing address on record.

If you do not receive COBRA enrollment paperwork within 2 weeks after your health coverage is scheduled to end, please contact UAA HRS at (907) 786-4608.

If you elect to continue your health insurance coverage through COBRA, you may be eligible at the expiration of COBRA to convert your insurance to a personal insurance policy with Premera Blue Cross. You will be notified of your conversion option 6 months prior to the expiration of your COBRA continuation. You do not need to do anything at this time.

Health Insurance - Option II

You may also have the option of converting your health insurance to a personal policy within 31 days of your loss of health care coverage (not COBRA coverage). If you are interested in converting to an individual policy at this time, contact a Premera Blue Cross directly at (800) 364-2982.

Tax Deferred Annuity (TDA)

If you are participating in a TDA account, contact your fund sponsor for options regarding disposition of your account funds. You should understand that certain taxes and penalties could apply. You should also ask the fund sponsor about any restrictions or penalties they might have regarding distributions.

Update Mailing Address

If you are changing your mailing address please complete and return the attached form to ensure that necessary communication reaches you. It is also important to update your address for your W2 mailing. To update your address complete and return the attached University of Alaska Change Form.

Employee Assistance Program (EAP)

You are eligible to continue participation in the Employee Assistance Program as long as you continue your UA health insurance coverage (includes COBRA continuation). Enclosed is information explaining the services offered through the EAP program.

Exit Interview Questionnaire

The Exit Interview Questionnaire is provided to offer you an opportunity to share information that will help the University of Alaska evaluate how we are doing business. Completion of the form is optional.

Username Termination

When you terminate employment with the University of Alaska, any computer access accounts you have for the computer systems will be terminated. Please complete the **Username Termination Form** and return to our office.

Staff ID Card

When you terminate employment with the University of Alaska, you must return your staff ID card. Cards should be returned to our office.

American Express Credit Card

If you have a University of Alaska AMEX credit card you should return the card directly to UAA Accounting attention AP/Travel Supervisor, Martha Nelson.

Procard

If you have a University of Alaska Procard you should return it directly to UAA Procurement to the attention of Barbara Charbonneau.

Annual Leave

If you have a balance remaining in your annual leave bank, your final paycheck will include payment for any unused hours (maximum of 240 hours) of annual leave.

Sick Leave

If you have any unused sick leave on your last day of employment, you do not receive any payment of the unused balance upon termination. You may donate unused sick leave to an employee in need due to a serious medical condition by

contacting Pam Jacobs in HRS at 786-1422. **Donations must be contributed prior to termination date.**

Final Paycheck

Before you can receive a final paycheck, you must submit to Payroll a final timesheet with the notation "**final timesheet**". Your department must also submit a "**Termination**" form to Payroll. Contact your department to let them know how you want your final paycheck handled. The Payroll department can be reached at (907) 786-1454 if you have any questions about your final paycheck.

If you have further questions contact UAA Human Resource Services at (907) 786-4608.