



Separation and Benefits Information

☐ **PAYCHECK**

Your final paycheck will be deposited as usual on the next available pay cycle, unless state law requires a different method or time. Keep in mind, we are using a semi-monthly pay schedule.

☐ **W-2**

Please review and update your address in Paycom so we can ensure that W-2 forms are received properly. Terminated associates can still access their W-2's via www.paycomonline.net. If you need help resetting your password, contact Kati Beane.

☐ **TIMESHEET/TIMECARD**

If applicable, your final timesheet should be submitted to your manager for approval on or before your last day.

☐ **WITHHOLDINGS**

Walsh University will withhold applicable federal, state, or local tax from any monies or monetary equivalents due to the employee. In addition, the University may, to the extent permitted by law, deduct from any final pay any amounts (including, but not limited to, overpayment, or other monies including the value of Company or customer equipment not returned to Walsh University).

☐ **HEALTHCARE COVERAGE**

If enrolled, medical, dental and vision coverage ends on last day of the month in which the employee separates (excluding separations where a separation agreement states otherwise). All eligible expenses incurred on or before the separation date will be covered under the employee's active healthcare coverage.

If enrolled, all other coverages (Short term and long term disability, life insurance, accident, etc.) ends on the last day of employment.

COBRA, a federal law, provides former employees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage. If eligible, the employee may elect to purchase continuation of the group healthcare coverage. Generally, coverage may be continued for up to 18 months and up to 36 months depending on certain criteria. Employee's cost will be at the full COBRA rate (102% of the company's cost). Current COBRA rates can be obtained by emailing walshhr@walsh.edu.

Information on employee's COBRA option will be forwarded to employee's address of record from **Paycom** within 30 days of your separation date. Questions regarding COBRA coverage should be forwarded to Paycom, our COBRA administrator, at (800) 580-4505 or COBRA@paycomonline.com

☐ **HEALTH SAVINGS ACCOUNT**

Prior to 4/1/2023 if you were enrolled in a HDHP with HSA, this account is portable and remaining funds in the account can be used for any qualified health care expenses. For information on your Health Savings Account, please contact Health Equity at 1-877-223-0415 or visit www.healthequity.com. Health Savings Account contributions ended when the HDHP plan terminated.

☐ **HEALTH CARE FLEXIBLE SPENDING ACCOUNT**

If enrolled, coverage ends on the employee's separation date. Employees may continue to receive reimbursements from that account for eligible expenses incurred through the employee's separation date. For questions on the Health Care Flexible Spending Account call **Aultcare** at (800) 344-8858

☐ **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT**

If enrolled, coverage and contributions end on employee's separation date. Employee may continue to receive reimbursements (up to the amount the employee has contributed thus far) from that account for the eligible expense incurred through employee's separation date.

☐ **CRITICAL ILLNESS and ACCIDENT INSURANCE:**

If enrolled, coverage and contributions end on employee's separation date. Employees may be able to convert or port these policies to an individual policy. Please contact **The Standard** at **1-888-937-4783** for more information.

☐ **LIFE INSURANCE COVERAGE**

The company-paid Group Term Life, Supplemental life, Spouse life and Child life insurance ends on employee's separation date.

Employees may convert or port Group Term Life, Supplemental Life, Spouse Life, and/or Child Life insurance to individual policies upon separation. This option must be elected within 31 days of separation. Please contact **The Standard** at **1-888-937-4783** for more information.

☐ **LONG TERM CARE INSURANCE**

If enrolled, coverage ends on the employee's separation date. Covered employees may be able to continue Group Long Term Care insurance after coverage terminates. Please contact **UNUM** Life Insurance Company of America at 1-800-227-4165. Forms can be requested by emailing walshhr@walsh.edu.

☐ **SHORT-TERM (STD) DISABILITY**

Coverage ends on employee's separation date.

☐ **LONG-TERM (LTD) DISABILITY**

Coverage ends on employee's separation date.

☐ **403(b)**

If enrolled, contributions end on the last day of employment. Please contact **TIAA** at 1-888-842-7782, weekdays 8 a.m.-5 p.m. (ET) or online at www.tiaa.org regarding your 403(b) account and the options available to you as a result of your separation of employment.

☐ **VACATION**

Pursuant to applicable policy, for those positions that receive vacation, terminated employee's accrued but unused vacation will be paid out at an employee's final, base hourly or salary rate of pay upon termination on the final pay following the employee's separation date.

☐ **SICK TIME**

Pursuant to applicable policy, unused sick time is forfeited and will not be paid out unless otherwise required by applicable state law.

☐ TUITION REMISSION

If an employee resigns, is terminated, retires or passes away while the employee or the employee's dependent are enrolled in classes at Walsh, tuition remission will be affected as follows:

- If an eligible employee terminates employment with the University, the employee and/or their dependents who have begun the term receiving this benefit may continue through the session in which the employee left.
- Dependent children of retired employees maintain their eligibility for tuition remission if they qualify at the time of the employee's retirement and the employee's age and years of service at the date of retirement equaled 90 or greater.
- Dependents of deceased employees maintain their eligibility for Tuition Remission if they qualify at the time of the employee's death.

☐ TUITION EXCHANGE PROGRAMS

Tuition Exchange or CIC awards will cease at the end of the semester in which the employee leaves.

☐ STIPENDS

Stipends will end on the last day of employment.

☐ P CARD EXPENSES AND REIMBURSEMENT

Be sure to properly file any outstanding business expenses on the Walsh University Huntington bank card through the Huntington site, code expenses and submit the expense reports and receipts to your Manager for approval and forwarding to the Finance department. The card should be returned with the other company property to Human Resources on or before your last day of employment.

☐ COMPANY EQUIPMENT/PROPERTY

You will need to turn in all company issued equipment to Human Resources on your last date of employment, including but not limited to laptop, ID Badge, cell phone (if issued), keys, parking pass, etc. Failure to do so will be subject to withholdings.

☐ EMPLOYMENT VERIFICATIONS

Companies or authorized individuals seeking verification of previous employment should contact Kati Beane, Manager of Payroll and Benefits at kbeane@walsh.edu or 330-490-7317.

☐ COMPLETE EXIT INTERVIEW SURVEY

As part of our efforts to improve, we conduct exit interviews to hear from those leaving the University. This exit interview questionnaire is voluntary but we do hope you feel comfortable sharing your feedback. If you are interested in doing so, please click [here](#). Human Resources will contact you to schedule your exit interview meeting. During the meeting, HR covers information about your benefits, last pay, return of keys, parking passes etc.