

# BENEFITED EMPLOYEE

SEPARATION INFORMATION



UtahState  
University

USU Human Resources  
[usu.edu/hr](https://usu.edu/hr) | [hr@usu.edu](mailto:hr@usu.edu) | (435) 797-0122

## Employee Separation Information Guide

This guide is designed to support benefited employees as they transition out of employment with the university. It provides important information about final pay, benefits, return of university property, and other key considerations to help ensure a smooth and informed exit process.

If you have questions, please contact the HR Solutions Center at [hr@usu.edu](mailto:hr@usu.edu) or (435) 797-0122. We appreciate your contributions to Utah State University and wish you well in your future endeavors.

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## Equipment & Email

### Equipment

Please return the following items to the appropriate department prior to your departure:



Item	Department
Computer, Tools, Equipment	Home Department
Prox Card / Key(s)	Facilities (Logan Employees) or respective key office (Statewide Employees)
P-Card(s)	Controller's Office
Library Books	Library

### USU Email (@usu.edu)

Your USU email address will be deactivated 90 days following your separation from the university unless otherwise stipulated. You may share your personal email address with colleagues or other contacts you wish to stay in touch with beyond your employment at USU.

If you are a faculty member granted Emeritus status through the Provost's Office, you will retain your '@usu.edu' email address and may choose to forward messages to a personal account.

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# Benefits & Paystubs

## Viewing Your Paystub and Tax Documents

You'll retain access to Self-Service Banner (SSB), to view paystubs and tax documents. Upon separation, you'll need to reset your password, and again each year thereafter to maintain access.

## Vacation Leave

Remaining accrued vacation leave will be paid out to eligible employees in accordance with USU Policy 3100. Contact your leave manager if you have questions about your final leave payout.

## Medical and Dental Insurance

If your termination date falls between the 1st and 15th of the month, your medical and dental coverage (if applicable) will end on the 15th. If it falls between the 16th and the end of the month, coverage will end on the last day of the month. Premiums will be deducted from your final paycheck accordingly.

## Continuation of Medical and Dental Benefits (COBRA)

If you separate from USU, you may be eligible to continue your medical and/or dental coverage for up to 18 months through COBRA. Premiums are based on the plan and dependent coverage you elect and will include a 2% administrative fee.

A COBRA information packet will be mailed to your address listed in Banner by either WEX or PEHP, depending on your current enrollment. Premiums will be paid directly to the appropriate administrator.

**Regence** participants can find COBRA rates [here](#).

**PEHP** participants should contact PEHP directly for COBRA rate information.



## Flexible Spending Accounts (FSA)

Eligible health and dependent care expenses incurred through your last day of active employment may be reimbursed from your Health FSA or Dependent Care FSA.

Requests for reimbursement must be submitted within 90 days of separation. Unused funds remaining after that time will be forfeited.

If your account is under-spent - meaning the total claims paid are less than your contributions - you will be offered the option to continue your FSA through COBRA. For questions, contact WEX at (866) 451-3399 or PEHP at (800) 765-7347.

## Health Savings Account (HSA)

Your HSA remains with you and can continue to be used for qualified medical expenses. For questions, contact WEX at (866) 451-3399 or HealthEquity at (866) 346-5800.

## Retirement Funds (TIAA, Fidelity, and URS)

Your employment status will be updated in the retirement vendor's system to allow you to explore distribution options. Please allow up to 30 days for this status change to occur.

For vendor contact information and additional resources, visit the [USU retirement website](#).

## Life Insurance

You may continue your life insurance coverage at the time of separation by either transferring it to an individual term policy or converting it to a whole life policy, based on eligibility.

The Standard will send an information packet to your mailing address in Banner with premium rates and enrollment instructions. If you choose to continue coverage, premiums will be paid directly to The Standard.

## Farmers GroupSelect Home & Auto Insurance

USU will discontinue payments for home and/or auto insurance. To maintain your policy, contact Farmers directly at (800) 438-6381.



## MetLife Legal Plan

You may continue your MetLife Legal plan for 12 months after separation by going to [MetLife.com/individual-legal-plans](https://www.MetLife.com/individual-legal-plans) or calling their client service center at (800) 821-6400.

## MetLife Pet Insurance

USU will stop payroll deductions for pet insurance. To continue coverage, contact MetLife directly at (800) 438-6388 to set up payment arrangements.



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# Retirees

## Medicare

Contact Medicare at least three months prior to turning 65, [medicare.gov](https://www.medicare.gov), (800)-MEDICARE. USU offers Medicare Advantage plans for Medicare-eligible retirees.

For assistance, contact Tina Davis, Medicare Retiree Specialist at Retiree Health Solutions, at (801) 499-9695 or [tina@retireehealthsolutions.org](mailto:tina@retireehealthsolutions.org).

## Social Security Administration

Reach out to the Social Security Administration at least three months before you plan to begin collecting benefits. Visit [ssa.gov](https://www.ssa.gov) or call 1-800-772-1213.

## USU ID

Upon retirement, your USU ID card privileges will be updated to reflect your new status. If you would like a new ID card indicating your retiree designation, you may request one at the USU Card Office for a \$5 fee.

## Retirees

In accordance with [USU Policy 3112: Retirement Plans and Retirement Benefits](#), all retired employees continue to have access to the following:

Tuition remission as outlined in [USU Policy 3114: Tuition Benefits](#)

Access to the University libraries and building facilities for personal study and research

Access to USU's Employee Wellness program. Click [here](#) for more information

## Emeriti & Retired Employees Association

Membership in USU's Emeriti and Retired Employees Association is available to all retired USU faculty and staff. Annual dues are \$30 per couple or \$20 for individuals. Funding is used to help support a sophomore scholarship fund. Membership offers the following benefits:

Scholarships for USU students

Monthly social events

Access to various campus perks, including:

Free parking in any non-designated stall in Red, Black, Orange, Green, Blue, or Yellow parking areas; free parking in a non-designated stall in the Big Blue Terrace for four hours

Bookstore discounts

Reduced ticket prices to USU events

Free USU internet access

The USU Alumni Association helps keep members informed about upcoming events - making it easy to stay connected, even for those living outside the Logan area. For more information and to apply, visit: [usu.edu/alumni/emeriti](http://usu.edu/alumni/emeriti) or call (435) 797-2055.

## Emeritus Faculty

At the time of retirement, and upon recommendation by the president and approval by the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus, preceding their final academic title.

Emeritus faculty are considered lifelong members of the university community and are eligible for continued benefits, recognition, and support. To be considered for this honor, retiring faculty must formally apply for emeritus status.

For more information on benefits and the application process, visit: [usu.edu/provost/university-honors/emeriti-faculty](http://usu.edu/provost/university-honors/emeriti-faculty).

