Table of Contents

Resignations..... 1
General Information..... 1
Benefits Information..... 1
Miscellaneous Information.....2

Resignations

General Information

University support staff and unclassified employees who resign from PSU must submit a resignation letter to their supervisor. The letter is routed through the chain of command. The letter should be submitted as soon as the decision to leave employment at PSU is made. HRS will send information about benefits and payroll issues through campus mail to employees who resign.

Benefits Information

- Health Insurance
  Effective October 2019, health insurance benefits you are enrolled in, including HSA and FSA contributions, will end on the last day of the month in which your last day of employment falls if you retire on the 2nd day of the month or later. If you retire on the 1st day of the month, health insurance benefits you are enrolled in, including HSA and FSA contributions, will end on the 1st day of the month. A federal law called COBRA gives you the option of continuing the health insurance at your own expense. You will receive information about COBRA from the State Employee Health Plan (SEHP). COBRA does not apply if you waived health insurance. Click here for more information on COBRA.
- Flexible Spending Accounts - KanElect
  Flexible spending accounts (FSA) will continue through the end of the month of your last day at work. You will then have up to 90 days following the end of the plan year (end of the calendar year) to file claims that were incurred through the last day of the month of your last day at work. COBRA gives you the option of extending your FSA coverage period on an after-tax basis. You will receive information about COBRA from SEHP. COBRA does not apply if you did not enroll in one of the FSA's.

- Employer-Provided Life Insurance (KPERS and Regents Mandatory Retirement Plan eligible Employees Only)
  The employer-provided life insurance for employees appointed to positions eligible for KPERS or the Regents Mandatory Retirement Plan will end on the last day of the pay period in which your last day at work occurred.

If you purchased optional group life insurance, coverage will continue through the last day of the month in which your last day at work occurred.

You can continue the employer-provided life insurance and optional group life insurance after your leave PSU by converting the coverage to an individual policy. A Conversion Request form will be provided to you by HRS, which will include rate information.

- Vacation Leave
  University support staff and unclassified employees who earn vacation leave are eligible to be paid for accumulated vacation leave to the maximum allowed when they leave PSU. Accumulated vacation leave is paid on your last paycheck.

  Maximum Vacation Leave Payout for University Support Staff Employees

  Maximum Vacation Leave Payout for Unclassified Employees

- Discretionary DayUniversity support staff and unclassified employees eligible for the discretionary day must use the discretionary day before their last day at work. You will not be paid for this day if it is not used.
- Longevity Bonus PaymentUniversity support staff employees must be in pay status on their length of service date to receive longevity bonus payment for the fiscal year. Employees should check this date with HRS to be sure they receive the bonus payment, if eligible.
- Retirement Plan
  If you are a member of the Regents Mandatory Retirement Plan, your retirement account is 100% vested immediately: that is, both your contributions and the University's contributions and all earnings fully belong to you. You may be able to transfer your account balances into the retirement plan of another institution or you may leave the funds in the Regents Mandatory Retirement Plan. Cash distributions are available subject to the policies of your selected alternate investment provider.

  If you are a member of KPERS or KP&F you may withdraw contributions with interest after your employment ends. Withdrawing contributions forfeits all membership rights and benefits you may have accrued. If you return to position covered by KPERS within five years after terminating employment, you will not have lost any membership rights or privileges if you have not withdrawn contributions.

Miscellaneous Information

- Email Access

  Your official PSU email (name@pittstate.edu) account will be closed after your last day of employment. Emeritus employees can continue using email after going through a one-hour training with ITS. If you are granted Emeritus status, you will be notified of this process.

- Mailing Address

Remember to notify us if you change your home address. Your final year W-2 will be mailed to the address we have on file.

- Time and LeaveComplete your PSU Time and Leave Sheet, if needed, and return it to HRS by your last day at work. Non-exempt employees report hours worked and leave taken. Exempt employees report only leave taken. Please note that if you have not taken your Discretionary Day you may want to use it since you will not be reimbursed for it if you do not use it.
- Electronic Fund Transfer
  If your paycheck is electronically deposited, your last paycheck will also be electronically deposited into your account. You will need to keep your account open until your last paycheck is deposited.
- Electronic W-2
  Electronic W-2 forms are now available! Beginning January 1, 2014, W-2 forms for the calendar year 2013 will be available electronically through the State of Kansas Employee Self Service Portal. This new option will allow you to securely receive your W-2 electronically and save or print from you own computer. Each employee must log on to the Employee Self Service portal and consent to receive this information electronically. This is the same portal that you access to complete your Group Health Insurance choices and so now would be an ideal time to choose this option in the portal. Full instructions for choosing the electronic W-2 and additional information can be found here: W-2 Information
- 9 Pay 12 Salary Payment Option (9 Month Faculty Only)Please notify HRS in writing if you want to receive your 9 Pay 12 balance now. Otherwise, your 9 Pay 12 monies will be paid on designated summer pay dates as originally agreed.
- VISA/BPC Credit Card
  If you have a VISA/BPC Credit Card through the University, it will be canceled as of your resignation date.* Therefore, please shred the card.

  * Individuals who are transferring to a temporary position that is not eligible for benefits may keep the VISA/BPC credit card.

Clearance Checklist

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