

Benefits are effective through the last day of the pay period in which you separate from employment.

This information is intended as an overview, is not binding and is subject to change at any time. Vendor contracts, university policies, and state and federal regulations govern eligibility and coverage.

Health coverage continuation - COBRA

You may extend your medical, prescription, dental and vision coverage up to 18 months after separation. You pay the full premium cost plus a 2% administrative charge. The Arizona Department of Administration Benefit Services Division - ADOA BSD- will mail information to your home.

ADOA BSD | 602-542-5008 | benefitoptions.az.gov/

You may be eligible to continue your Health Care FSA through the end of the plan year. ASIFlex will mail information to your home, if applicable.

ASIFlex | 800-659-3035 | asiflex.com

Life insurance continuation

Both Securian and Hartford offer conversion and portability options to continue coverage.

Securian | 855-651-3500

Hartford | 877-320-0484

Contact the **HR Employee Service Center** for forms.
855-ASU-5081 | 855-278-5081 | HRESC@asu.edu

Disability insurance

Short- and long-term disability coverage ends, unless you were on approved leave of absence and receiving disability benefits at the time of separation.

Mandatory retirement plans

Arizona State Retirement System

602-240-2000 | www.azasrs.gov

Public Safety Personnel Retirement System

602-255-5575 | www.psprs.com

Optional Retirement Plan with Fidelity | 800-343-0860

Optional Retirement Plan with TIAA | 800-842-2776

Voluntary retirement plans

Contact your investment provider for options.

Update your address for W-2 mailing

Your W-2 is mailed to the address on file in the HR Payroll system. To update your address, log in to **My ASU > Profile > Contact Details**.

For assistance, contact the **HR Employee Service Center**
855-ASU-5081 | 855-278-5081 | HRESC@asu.edu

Exit interview

Use the optional online exit interview or schedule a face-to-face meeting. cfo.asu.edu/leavingasu

Unemployment info/resources

Arizona Department of Economic Security

602-364-2722 | des.az.gov

Vacation

Upon separation, whether voluntary or involuntary, you will receive a payout of unused vacation accrual to a maximum of one year's accrual. However, if you are released during your initial probationary period, all accrued vacation time will be used as part of your two-week notice of dismissal. Refer to [SPP 702-01](#) or [ACD 704-01](#)

Sick leave

Upon separation, unused sick accrual is not paid out.

Retiring employees with 500-1,500 hours of accrued sick leave may receive a payment based on a percentage of their current salary. Application **must** be submitted within 180 days of retirement. Unused balances less than 500 hours or more than 1,500 hours will be forfeited.

Refer to [SPP 701-01](#) or [ACD 702-02](#)

Parking permits

If you have payroll deduction, return your permit and gate card, as applicable, to PTS or you will be billed for the balance.

Parking and Transit Services

480-965-6124 | cfo.asu.edu/parking

Qualified tuition reduction program

You are entitled to complete the session in which you separate from employment. If retiring, you remain eligible for this program and can use your waiver for future sessions.

Tuition Assessment Office | 480-965-6341

Home and auto insurance

Make arrangements for direct payment of your premiums.

MetLife® Auto & Home | 800-438-6388

Savings bonds

Payroll will refund any cumulative balance in your account.

Credit union loan payment

Make arrangements for direct payment of loans.

OneAZ Credit Union | 800-671-1098