

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.

COBRA

You may extend your medical, prescription, dental, and vision coverage after separation. Arizona Department of Administration Benefit Services Division will mail information to your home.

ADOA BSD | 800-304-3687

<https://benefitoptions.az.gov/cobra>

Disability insurance

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

Employee Assistance Office

The Employee Assistance Office offers benefits eligible faculty and staff free, voluntary, confidential counseling and organizational consultation for personal and work-related issues. EAO counseling services may include assessment, interventions or referrals.

Exit interview

Use the optional online exit interview or schedule a face-to-face meeting. <https://cfo.asu.edu/SeparatingfromASU>

Flexible Spending Account

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

ASIFlex | 800-659-3035 | asiflex.com

Home and auto insurance

For direct payment of your premiums, contact Farmers Group Insurance.

Farmers Group Insurance | 800-438-6381

Library

[Review your library account](#) and return books that are checked out to avoid future fines. Update your email account if needed.

Life insurance

Securian offers conversion and portability options to continue coverage. Contact Securian directly to convert or port your coverage within 30 days of separation.

ASU Plan | Securian

1-833-365-0326

Policy Number: 70316

State of Arizona Plan |

The Hartford 1-877-791-1381

Policy number: GL-715603

Parking permit

If you have payroll deduction, return your permit and gate card, as applicable, to PTS.

Parking and Transit Services

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

Unemployment Information/Resources

Contact your state specific office for details.

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

Refer to [SPP 505](#) or [ACD 602](#)

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 plans

Contact your investment provider for options.

Health hours

Upon separation, unused health accrual is not paid out. Terminating or retiring employees with 500–1,500 hours of accrued health leave may receive a payment based on a percentage of their current salary. Applying for retirement from your retirement provider must be completed within 30 days of separation or retirement. You must submit a Retiree Accumulated Sick Leave application within 150 days of separation or retirement. Unused balances of less than 500 hours or more than 1,500 hours will be forfeited.

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

RASL | 602-542-6222 | [RASL](#)

Vacation hours

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 — unless specific state laws dictate otherwise. [Refer to SPP 702-01](#) or [ACD 704-01](#).

W-2 form

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

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