



## EMPLOYEE EXIT CHECKLIST

Name: \_\_\_\_\_ End Date: \_\_\_\_\_

### TO BE COMPLETED BY EMPLOYEE:

Employee Responsibilities	Completed
<b><i>Prior to last day</i></b>	
Submit resignation letter with date (Please note if transferring to another state agency)**	
Consider impact to benefits and retirement (See attached forms)	
Confirm that all time off requests have been submitted	
If applicable, ensure that all time entries have been entered in Workday	
<b><i>Last day</i></b>	
Return all University property to your department: keys, uniforms, computer, tools, cell phone, radio, etc.	
Return LaCarte Card to department or Accounts Payable and Travel	
Return LSU parking tag and wand to the Office of Parking Traffic, and Transportation [Failure to do so results in charge of parking tag monthly fee and \$30/wand]	
Remove all personal belongings from campus	
<b><i>Additional Notes</i></b>	
The current year's W-2 will be available through your Workday account	
Any outstanding pay (including leave payouts) will be issued on the regular wage cycle	
If transferring to another state agency, leave balances will transfer and will not be paid out**	
Benefits will end on the last day of the month of separation	
Upon voluntary resignation, email will be active for 30 days (If terminated for cause, email will be deactivated as of termination)	



**INFORMATION REGARDING THE CONTINUATION OF BENEFITS AND RETIREMENT BEYOND SEPARATION**

**MEDICAL INSURANCE:** Your medical insurance as an eligible employee will terminate on the last day of the month in which you terminate employment (exception: coverage for 9 month employees terminating in May will end the following September 30th). Medical insurance may be continued for the employee and/or eligible dependents under the provision of COBRA for up to 18 months (29 months if disabled) and the monthly premium will be 102% of the total premium (employee share plus state share plus).

If you are currently enrolled in any of the Blue Cross Blue Shield Magnolia or Pelican health plans, COBRA enrollment forms for you and your eligible dependents will be automatically mailed to your home address from the Office of Group Benefits, administrator of these health plans, within 30 days of loss of coverage. If you are currently enrolled in the LSU FIRST Health Plan, administered by WebTPA, you and your eligible dependents will automatically receive COBRA enrollment information directly to your home from WebTPA, third party administrator of COBRA benefits, within 30 days of loss of coverage. If you are enrolled in any of the health plans, you will have 60 days from when your coverage ends to enroll in COBRA benefits. Please ensure that your address is correct with your insurance company so that you receive the paperwork in a timely manner. If incorrect, contact HRM for forms to update address.

**SUPPLEMENTAL INSURANCE PLANS:** Your group policy with any of the supplemental insurance plans will end on the last day of the month in which you terminate employment (exception: 9 month employees coverage will not end until the following September 30th). For the supplemental insurance plans that require a continuation form to be completed, forms must be submitted to the provider(s) directly within 30 days of termination of employment (unless otherwise specified) to arrange for direct billing of premiums. Forms that require agency certification please forward to Benefits Service Center at 110 Thomas Boyd Hall. Forms can be found on the Benefits website at [www.lsu.edu/benefits](http://www.lsu.edu/benefits).

<b>SUPPLEMENTAL INSURANCE CONTACT INFORMATION</b>
<p><b>VISION – United Healthcare</b> COBRA information and enrollment forms will be automatically mailed to your home address from United Healthcare (administrator of COBRA vision benefits) *Coverage continues at same rate for up to 18 months</p>
<p><b>DENTAL - United Healthcare</b> COBRA information and enrollment forms will be automatically mailed to your home address from United Healthcare (administrator of COBRA dental benefits) *Coverage continues for up to 18 months with a slight increase in monthly premium</p>
<p><b>Long Term Care - UNUM</b> Portability application can be found on Benefits web page at <a href="http://www.lsu.edu/benefits">www.lsu.edu/benefits</a> under the Long-Term Care section. (HRM certification required)</p>
<p><b>LSU System Supplemental Life Insurance and Long-Term Disability underwritten by United Healthcare</b> Portability application and Schedule of Benefits can be found on Benefits web page at <a href="http://www.lsu.edu/benefits">www.lsu.edu/benefits</a> under the Life Insurance and LTD sections – LTD can be ported – Life can be converted (HRM certification required)</p>
<p><b>Accident Protection and Critical Illness Insurance underwritten by United Healthcare</b> United Healthcare will provide portability documents for these plans. For Accident Protection and Critical Illness, call 1-888-299-2070.</p>
<p><b>Office of Group Benefits Life Insurance – underwritten by Prudential</b> Portability application and Short Form Health Statement Questionnaire for Preferred Rates can be found on Benefits web page at <a href="http://www.lsu.edu/benefits">www.lsu.edu/benefits</a> under the Life Insurance section. (HRM certification required)</p>
<p><b>Health and Dependent Care Flexible Spending Accounts – administered by Diversified Benefit Services</b> COBRA information will be automatically mailed to your home address from DBS. Please refer to Benefits web page at <a href="http://www.lsu.edu/benefits">www.lsu.edu/benefits</a> for important information regarding claim filing deadlines.</p>



**Finance & Administrative Services**  
*Office of Human Resource Management*

**RETIREMENT PLANS:** Under your current retirement plan, if you wish to withdraw or rollover your retirement money upon termination you will need to contact the appropriate office below.

<b>RETIREMENT PLAN CONTACT INFORMATION</b>		
<p><b>LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM (LASERS)</b> Contact: Benefits Service Center for a Refund/Rollover form or go to <a href="http://lasersonline.org">lasersonline.org</a></p> <p>*If you are vested in LASERS (5 years participation), please contact a Benefits Representative to discuss possible retirement options.</p>		
<p><b>TEACHERS' RETIREMENT SYSTEM OF LOUISIANA (TRSL)</b> Contact: Benefits Service Center for Refund/Rollover form. Completed forms should be returned to the LSU Benefits Service Center. Refund forms cannot be sent to the retirement system until 90 days after termination. TRSL processes most refunds with 30 days of receipt.</p> <p>*If you are vested in TRSL (5 years participation), please contact a Benefits Representative to discuss possible retirement options.</p>		
<p><b>OPTIONAL RETIREMENT PLAN (ORP)</b> Contact your ORP representative in order to make changes to any of these accounts. State law does not permit a lump-sum refund at termination of employment. You retain ownership of your account and you may elect to receive a monthly benefit based on the value of your account at retirement age. Funds in your ORP account are eligible for a single-sum IRA rollover, subject to withdrawal provisions of your ORP carrier.</p>		
<p><b>ING</b> Mike Sotile (225)-766-8711</p>	<p><b>TIAA</b> Louis Bundy (504)-648-4057 or Cameron Pettigrew (832)-681-7413</p>	<p><b>VALIC</b> William Gallegos (225)-201-1009</p>
<p><b>LOUISIANA DEFERRED COMPENSATION PLAN (DCCL)</b> Michele Bryceland at Louisiana Deferred Compensation for payout information. (225)-773-6089</p>		
<p><b>SOCIAL SECURITY</b> No refund or rollover option available 800-772-1213</p>		