

EMPLOYEE OFFBOARDING GUIDE



UCF

Human Resources

UNIVERSITY OF CENTRAL FLORIDA

✉ AskHR@ucf.edu

🌐 <https://hr.ucf.edu>

Offboarding describes the separation process when an employee leaves the university, whether through resignation, retirement or termination. The employee, supervisor and departmental HR representative all play key roles in the process. This guide provides information to ensure a smooth transition for employees upon separation of employment. Utilizing this guide as soon as notice is given will ease the transition for both the employee and the department.

Table of Contents

Action Items Checklist.....	3
Insurance Continuation Options	5
Retirement Plan Options	7
Accrued Leave Payout	8
Other Important Information.....	9

Action Items Checklist

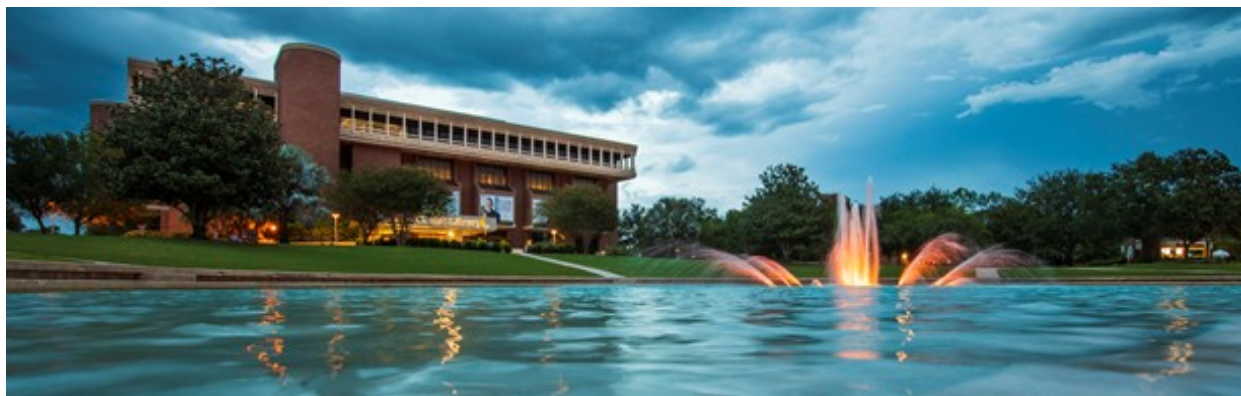
- If you are planning to retire, contact a benefits coordinator at least 60 days before your retirement date and refer to applicable retiree guide [here](#).
- Provide supervisor with at least a two-week notice of separation of employment. Failure to provide at least two weeks written notice of resignation may result in being designated as ineligible for rehire, except in cases of medical or family emergency, or where the employee's early departure is approved by the university.
**In-unit Faculty are required to provide at least 30 days' written notice of separation of employment. Additional information can be referenced within the United Faculty of Florida Collective Bargaining Agreement [here](#).*
- Return keys, uniform(s), proximity card, P-Card or Voyager Gas Card and all other UCF property to your department.
- Complete your timesheet and/or Leave and Pay Exception Report (LAPER) for the pay period and return to your immediate supervisor for approval and processing.
- Set outgoing message on UCF email. If applicable, update ownership of departmental OID account to remaining team member.
- Return library books and settle outstanding fines.
- Contact [Parking Services](#) to settle outstanding permit fees and/or fines.
- Contact the [Technology Product Center](#) (computer store) to settle any outstanding payment plans.
- Ensure the following information is up to date and correct in the [MyUCF portal](#):
 - ✓ Address
 - ✓ Phone Number
 - ✓ Personal Email Address
 - ✓ Banking Information
- Review W-2 consent in the [MyUCF portal](#).
- Complete [Employee Exit Questionnaire](#) and submit to UCF Human Resources in an envelope marked "Confidential":
UCF Human Resources, 3280 Progress Drive, Suite 100, Orlando, FL 32826-3229
*Note: The completed Exit Questionnaire can also be emailed to askhr@ucf.edu.
- If desired, request an exit interview with department head or designee.

- If you are currently enrolled in insurance plans, decide if you would like to continue your current health, vision and/or dental coverage through COBRA. Additional information can be referenced on the MyBenefits website [here](#).
- Contact your retirement plan provider(s) if you wish to request a distribution or rollover of your retirement account(s). Local representative contact information can be found on the HR website [here](#).
- Complete the [Employee Exit Checklist](#).

Insurance Continuation Options

Benefit	When Coverage Ends	Continuation Option	Contact Information	Additional Information
Health (includes prescription), Dental & Vision	The last day of the month following separation effective date.	Yes, option of continuing coverage for up to 18 months.	People First 1-866-663-4735 Specific provider contact information can be found here .	A COBRA package will be sent to your mailing address on file within two weeks following separation.
Basic & Optional Life	The last day of the month following separation effective date.	This policy does not continue after separation.	Securian Financial 888-826-2756	If you are interested in converting your group policy into a personal policy, contact Securian Financial.
Flexible Spending Account (FSA)	Terminates on last day of work.	Yes, must contact People First for FSA continuation.	People First 1-866-663-4735 Chard Snyder 855-824-9284	You must submit all applicable claims by April 15 of the next plan year. Additional information: FSA FAQs
Health Savings Account (HSA)	No end date; account remains open.	N/A	People First 1-866-663-4735 Chard Snyder 855-824-9284	A monthly \$4 administrative fee will be applied upon separation. Additional information: HSA FAQs
Supplemental Cancer, Hospitalization & Disability	The last day of the month following separation effective date.	This policy does not continue after separation.	Specific provider contact information can be referenced here .	If you are interested in converting to a personal policy and setting up direct pay with provider, contact provider for additional information.

Gabor Life	The end of the month in which separation of employment occurred.	No	Gabor Financial Solutions 800-330-6115	Portable coverage. Certain terms and conditions apply. Contact Gabor representative for additional information.
Gabor Disability	The end of the month in which separation of employment occurred.	No	Gabor Financial Solutions 800-330-6115	Discontinued when an employee separates from employment, non-portable.
Employee Assistance Program (EAP)	Separated employees will have access to EAP benefits for 30 calendar days post separation.	N/A	Health Advocate 877-240-6863	Separated employees who had previously been approved or referred for specialized care or treatment, will be able to start new sessions within 30 days of separation and will be able to complete all previously opened session(s).



Retirement Plan Options

Plan	Vesting Period	Eligible for Distribution	Contact Information	Notes
Florida Retirement System (FRS) Pension Plan	Hired prior to 7/1/2011: 6 Years Hired after 7/1/2011: 8 Years	Yes, if vested	FRS Guidance Line 866-446-9377	If distribution occurs, you will be subject to FRS Reemployment Limitations .
Florida Retirement System (FRS) Investment Plan	1 Year	Yes, if vested	FRS Guidance Line 866-446-9377	If distribution or rollover occurs, you will be subject to FRS Reemployment Limitations . There may be tax penalties if you access funds prior to age 59½.
State University Optional Retirement Program (SUSORP)	Immediate	Yes	Local representative contact information can be found on the HR website here .	If distribution or rollover occurs, you will be subject to FRS Reemployment Limitations . There may be tax penalties if you access funds prior to age 59½.
FICA Replacement Plan	Immediate	Yes, upon separation from all active UCF positions	TIAA 800-842-2776	Contact TIAA for distribution or rollover. A quarterly fee of \$6.25 (\$25/year) is applied if account has balance and remains open.
Voluntary UCF 403(b) Plan	Immediate	Yes	Local representative contact information can be found on the HR website here .	Contact provider for distribution or rollover.
457(b) Deferred Compensation	Immediate	Yes, 30 days after separation	Bureau of Deferred Compensation 1-877-299-8002 Local representative contact information can be found on the HR website here .	Contact provider for distribution or rollover.

Accrued Leave Payout

Upon the end of employment, non-probationary employees will be paid for annual leave accruals up to the maximum of their employment classification paid out as a lump sum payment (net of taxes). Employees with ten continuous years of service will be paid a number of hours equal to one quarter of their sick leave balance. For specific maximum payout information, refer to the Human Resources website [here](#).

Neither Post-Doctoral Associates, Phased Retirees nor Medical Residents are eligible for leave payouts.

Leave payouts are processed on the second pay date following the last paycheck the employee received for regular wages. This allows the department sufficient time to verify that no overpayment has occurred, that all leave balances are accurate and that all UCF property has been returned prior to a leave payout.

Employees eligible to receive a leave payout may be subject to the [UCF 401\(a\) Special Pay Plan](#).

Payouts not subject to the Special Pay Plan may be deferred to a 403(b) and/or 457 account(s). Contact UCF HR Benefits to complete a Leave Payout Form if you wish to defer your payout to a 403(b) and/or 457 account. Voluntary retirement plan vendor contact information can be found on the Human Resources website [here](#).

Other Important Information

Employment Verifications

UCF utilizes “The Work Number” for employment verifications. If you are in need of an employment verification prior to or after you leave UCF, contact www.theworknumber.com or 1-800-996-7566. UCF’s Employer Code is 13845.

MyUCF Portal (MyUCF.edu)

After your separation, you may need to access the MyUCF portal for various matters such as access to pay advices and electronic W-2s. To ensure that there are no issues with your access to the MyUCF portal, ensure you write down your NID and password as well as your personal email address. If you ever need to update your password after your separation, the validation code will be emailed to your personal email address and not your prior UCF email address. Please note that access to the portal will expire 18 months after your termination date.

Separation (Termination) Date

Your separation (termination) effective date is the day after your last day of work.

Leave Transfers

UCF does not participate in a formal leave transfer program with any agency, entity or other organization. However, if an employee is interested in transferring leave balances to an accepting employer, please contact payroll@ucf.edu prior to your separation date. The future employer should send an official note requesting leave balance information directly to Human Resources within two weeks of the separation date.

Last Pay Advice

Your last pay advice (and accrued leave payout if applicable) will be paid via direct deposit, so do not close your bank account yet (if you were planning to).