

Employee Exit Information

Did You....	* ...enter any leave you are taking before your last day of employment with FSCJ into PeopleSoft, and has your Supervisor approved that leave?
	* ...move your current employees (to include students and contingent workers) to another supervisor to prevent their timesheets or leave requests from not being approved and/or paid?
	* ...return your purchasing card to the Purchasing Department?
	* ...return to your department all keys, uniforms, name badge with proximity access, and computer equipment issued to you?
Last Paycheck (All Employees)	* The paycheck for the 1st through 15th will be issued on the 23rd of the month and the 16th through the end of the month will be issued on the 8th of the following month.
	* Access to myFSCJ will be closed the evening of the last day of employment.
	* All timesheet entries through your last working day (when applicable) must be completed and approved prior to departure.
	* The value of items issued to you but not returned will be assessed based on the replacement cost. This includes, but is not limited to, computer and other equipment, cell phones, hot spots, uniforms, and keys.
	* Payroll will send you a copy of your last paycheck to the mailing address on file; double-check the address is correct in the system prior to termination. After leaving FSCJ, mailing addresses can be updated by emailing employment@fscj.edu .
Leave Payout (FT Employees)	* Your supervisor is responsible for submitting a termination request in myFSCJ and the electronic Clearance Form in PeopleSoft Manager Self Service in order for any final payouts
	* Eligible non-instructional vacation and/or sick leave to be paid out will be determined by the HR Information Systems team.
	* Non-instructional vacation leave will be paid out up to a maximum of 240 hours per APM 03-1003. (Note that employees in DROP may have already received the maximum payout.) Non-instructional vacation leave <u>in excess of 240 hours</u> at the time of separation from the College will be forfeited.
	* Sick leave will be paid out on a percentage basis based on full-time years of service with FSCJ per APM 03-1005.
	* Leave payout, less any financial debt to the College or value of property not returned, will be processed once the Clearance Form has been processed, usually within three pay periods of the date of separation.

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<p>* Leave payout valued at gross of \$7,000 or more will automatically be deposited into a terminal leave 403(b) account with TIAA in accordance with IRS guidelines. Depositing up to the maximum allowed into this account shelters your money from employment taxes (a 7.65% savings). Please contact a tax accountant or financial advisor for additional guidance.</p>	
<p>* Should you choose to take a distribution prior to reaching the age of 59½, a 10% IRS penalty will be assessed on those except for retirees. You may request reimbursement equal to 2.35% of the plan balance, which is the difference between the 10% IRS penalty and the 7.65% savings, but this request must be made in writing PRIOR to your last day of employment and submitted to the Payroll Department at payroll@fscj.edu.</p>	
<p>* To expedite receiving a cash distribution or rollover from your terminal leave 403(b) account, employees should contact TIAA's National Contact Center directly (800-842-2252). TIAA can pre-fill the appropriate form and send it to you electronically. PLEASE NOTE: It can take up to 10 business days for your money to be reflected in your TIAA account once processed by FSCJ.</p>	
<p>* If you are gaining employment at another Florida state agency or College, it may be possible to transfer remaining Sick leave to that institution in lieu of having it paid out. You must submit a Transfer of Sick Leave request form to benefits@fscj.edu PRIOR to your last day of employment. The leave transfer form may be found on the HR web page, Forms section.</p>	
<p>Benefits/Insurance (FT Employees & PT who have medical coverage)</p>	<p>* Your College health/dental/vision benefits will continue through the last day of the month in which you work/are in a paid status.</p> <p>* Premiums paid in advance for dependent coverage (if any) will be refunded to you with the processing of your last paycheck or leave payout.</p> <p>* COBRA will be offered to you and any eligible dependents through Inspira Financial, the College's third-party provider, approximately two weeks following your last day of employment.</p> <p>* Retiring employees who maintain benefits will be serviced by our third party vendor, FBMC. They require that insurance premiums are paid by ACH, and just as premiums are paid the month prior when an employee, premiums must also be paid a month in advance.</p>
<p>Life Insurance (FT Employees)</p>	<p>* You have the option to convert your group life insurance coverage to your own individual policy, subject to the College contract with The Hartford. Before you leave the College, contact benefits@fscj.edu, and they will email you a Personal Health Application with your coverages that you can submit to The Hartford.</p>
<p>Health Savings Account [HSA] (FT Employees)</p>	<p>* Employees keep their Health Savings Account when exiting from the College.</p>

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	<ul style="list-style-type: none"> * All money in the HSA, including employer contributions, contributions you made, and any interest earned, belong to you. * Account funds can be used to pay for qualified medical expenses tax free, even if you no longer have HDHP coverage. * Contributions cannot be made to your account unless you continue insurance coverage with a high-deductible plan. * If you continue to use your HSA account, HealthEquity will charge up to a \$3.95 per month admin fee. * The funds in your account roll over automatically annually and remain indefinitely until used. There is no time limit on using the funds. * Contact HealthEquity Member Services directly (877-223-5329) with any questions.
<p><u>Flexible Spending Account [FSA] (FT Employees)</u></p>	<ul style="list-style-type: none"> * Your Flexible Spending Account will be deactivated at midnight on your last day of employment. * Any eligible expenses incurred <u>prior</u> to account deactivation may be reimbursed. * Contributions to your FSA that were not utilized will be forfeited, and expenditures from your FSA that exceeded your contribution amount will not be subject to repayment.
<p><u>Long Term Care Insurance (FT Employees)</u></p>	<ul style="list-style-type: none"> * You have the option to convert your Long Term Care policy to an individual policy subject to the College contract with Unum. Contact benefits@fscj.edu for additional information.
<p><u>Retiring?</u></p>	<ul style="list-style-type: none"> * If you enrolled in the FRS prior to July 1, 2011, it requires six years of service to be vested in the Pension Plan benefit. If you enrolled in the FRS on or after July 1, 2011, it requires eight years of service to be vested in the Pension Plan benefit. You may be entitled to a distribution of your employee paid contributions. * It requires one year of service to be vested in the Investment Plan benefit. After three months of retiring from FSCJ, you must take a monetary distribution or rollover from the Investment plan account. Otherwise, all retiree benefits will be termed effective the initial retirement date. * Contact the FRS directly (866-446-9377) to explore options available to you, in whatever plan you are enrolled, whether or not you were a DROP participant. * Retirees have the option to forward their FSCJ email to a personal email for one year. Before retiring, go to Employee Self Service > About Me > OPT-IN/OPT-OUT and select Retiree Opt-In Selections. * Retirees can get a new FSCJ ID Badge that declares them as a Retiree. This badge also gets retirees access to the library system.

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	* Retirees can become a part of the FSCJ Retiree Group who meet together at various times for socialization. Your name and contact will be sent to the current Retiree Group President, Charles Smires. Watch for him to contact you for more details!
<u>403(b) & 457(b) Accounts</u>	* Contact your provider directly for fund distribution options.
<u>Reemployment at FSCJ</u>	* You may apply for any posted position at the College for which you qualify. If you retire from FSCJ or another FRS participating agency or take a distribution from a FRS account, you are not eligible to be rehired at FSCJ for six months. Contact the FRS directly (866-446-9377) to discuss applicable reemployment provisions.
<u>Leaving FT Employment, but staying on as an Adjunct Instructor?</u>	* First, make sure the Department is aware of your desire to remain as an Adjunct Instructor. Your department must alert Human Resources you will remain an Adjunct Instructor. Then, in order to effectively end your full-time employment, HR must process a Termination that removes the benefits associated with being a full-time employee. As such, HR will terminate your full-time employment on one day and then rehire you into an adjunct assignment on the next or subsequent day. This could result in a loss of system access for one or more days to your email and/or instructor programs (Outlook, Canvas, myFSCJ). <u>This process will also remove your access to all past Canvas courses.</u> To regain access, please email EdTech@fscj.edu so that the course enrollments can be readded. Please plan accordingly, and should the loss of access exceed more than five working days, please reach out to your assigned department.
<u>Faculty Leaving at the End of the Academic Year</u>	* If you are a full-time Faculty member who completes their 180-day/2-term contract with FSCJ and is retiring, has resigned, or has been nonrenewed at the end of the Academic Year (AY), Faculty base pay is paid for an <u>annual period in 24 equal installments</u> . No matter the AY begin and end dates, the first paycheck for the AY is issued on Sept. 8 and the last paycheck is issued on Aug. 23.
<u>Enrolled in FSCJ Courses?</u>	* Any FSCJ course(s) in which you or your dependents are enrolled and pre-paid by FSCJ must be satisfactorily completed prior to the last day of employment. Otherwise, you are financially responsible to repay the course(s).
<u>Before you go...</u>	* Please take a moment to help us improve by completing the Employee Exit Survey at https://www.surveymonkey.com/r/FSCJ .