

# Employee Separation Check List

WE WANT TO MAKE SURE YOU HAVE ANY QUESTIONS AND CONCERNS ANSWERED PRIOR TO SEPARATION.

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## SEPARATION DUE TO RESIGNATION OR RETIREMENT

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- Have you reviewed resignation/ retirement policy 3.19.1?
- Have you spoken with your supervisor about your intended resignation?
- Have you completed the separation of Employment form online?
- Have you completed the exit questionnaire online?
- Do you have unanswered questions about the resignation process, current leave or leave balances, or benefits options?
- Is your resignation related to a medical condition?
  - Have you reviewed/exhausted leave/FMLA options?
  - Have you utilized all benefits available and related to your condition?
- Is your resignation related to retirement?
  - Have you scheduled a HR retirement meeting?
  - Have you filed for your retirement through CURP/MOSERS and/or the 403B/457B plans?

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## PREPARE FOR SEPARATION

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- Decide what insurance/benefit options will be necessary for your family situation moving forward.
- Compare Health insurance options (COBRA, Open Market, Spouse employer plans, MSU Retirement plan)\*
- Discuss your other benefit options (dental, vision, continuation of Life insurance, portability of supplemental policies)\*
- Review policies and plan documents
- Make a folder with information for ease of reference for you and/or your family members.
- Make note of important dates and deadlines. (Final pay, insurance terminations, enrollment deadlines)
- Verify receipt of *Property Clearance Notification* (sent 1<sup>st</sup> of the Month of your termination); review/ complete action items on the notification.
- Think through possible scenarios and ask questions.

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## AFTER SEPARATION

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- Verify you receive COBRA notification for continuation of Health, Dental, Vision options
  - If you plan to enroll, pay attention to dates necessary for enrollment.
  - If you plan to go onto another plan, COBRA notification can serve as proof of a Qualified event for the special enrollment.
- Verify you receive the portability/Conversion notice and enrollment papers.
  - If you wish to keep all of portions of your life insurance coverage, you must complete the portability/conversion enrollment forms.
  - For employees with an approved long term disability claim with waiver of premium review – note that you are advised to ensure continuation by completion and return portability/conversion forms.
  - Accident, Critical illness, Whole life insurance are portable by paying carrier directly for continuation.
- Follow up. If you do not receive the notifications mentioned above, make sure you reach out to Human resources for assistance.

\*List is provided as an informational tool and may not be all inclusive.