

Subject: FW: Separation Processes / IMPORTANT / Please Read and Share

This Email is from Connie Rubin, Associate Vice President, Human Resources:

Separation Processes for Staff and Faculty Employees:

The Human Resources Department is instituting a process change as it relates to employees who separate employment from the University including those who have a predisposed end date for their position.

This change will improve the accuracy of pay and benefits as well as meet the intent of the newly created **federal health care reform bill**. The bill restricts the University from retro activating an end date for their benefits. The change is also consistent with sound business practice.

Therefore, the following will go into effect immediately:

- 1) When you have an employee whose position has a pre-disposed end date, the position in NBAJOBS must be ended. **Please note that ending a position in NBAJOBS does NOT term an employee or end an employee's benefits. It simply ends their compensation ONLY.**
- 2) The Department MUST submit notification **prior** to the position's end date of any extension of assignment through electronic system OR of the employee's separation from employment (please see link below for complete separation process).
- 3) The Department MUST immediately submit appropriate notification upon receiving an employee's resignation notice or notice of retirement to ensure an employee is not overpaid and that benefits are ended. (please see link below for complete separation process)
- 4) If an employee is overpaid it will be the department's responsibility to recoup the funds.

For complete information on the separation process please visit the HR website at:

<http://www.utoledo.edu/depts/hr/employment/leavinguniversityemployment.html>

If this process is not followed, and the Human Resources Department is asked to retroactively terminate an employee or identifies an active employee with no active assignment, we will no longer put in the last day paid. We will put in the date you requested them to be off the payroll. This means that **your department will unfortunately be charged for the total (employee & employer) health care contribution for any applicable month in which the employee didn't work yet was not taken off the payroll. The department may also be charged for any health care claims that may have adjudicated during that same time period.** This could be costly!

We appreciate everyone's cooperation in managing these scenarios. I have included an example below in order to assist your understanding of the need to follow this process change. Thank you.

EXAMPLE:

Susie Brown is hired January 1, 2011 as a full time Secretary. She selected Paramount health insurance, family plan, as well as dental and vision. She is 100% grant funded and you know that her grant money and thus assignment will end December 31, 2011. You put 12/31/11 into NBAJOBS / Banner when you hire her. She stops working 12/31/11. You notify us February 1st that she should have been removed from payroll 12/31/11. You will be charged \$1,082.56 for the employee & employer portion of the

health care monthly rate as well as \$114.34 for dental and \$15.37 for vision. We will also review for any claims that occur beginning January 1, 2012 forward and may charge you for those claims that the University experienced.



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