Important Information for Separating Employees

Purpose: this information is provided to assist you in your transition from employment at the University of Notre Dame. This information is not necessarily a complete list of items to be considered, and we encourage you to review your records and contact your benefit providers, your manager, or the Office of Human Resources as needed for assistance in completing your transition.

1. Contact information. Please confirm that your contact information (mailing address, phone number) on file with the University is current. If your contact information will be changing, please complete a Name and Address Change Form. The form may be found online at https://hr.nd.edu/nd-faculty-staff/benefits/#INFORMATION. Should your address or contact information change after your separation, please contact askHR at (574) 631-5900 to update your records.

2. University / Personal Property. Please identify and collect personal property. Unless otherwise arranged, work product created by the employee during the course of employment is University property. Please work with your supervisor to coordinate the efficient identification and disposition of University property, which may include the completion of an Asset/Access Inventory Checklist.

   - Health/Dental/Vision/FSA. Coverage will continue through the last day of the month in which you separated from the University. If you are enrolled in a University health plan, dental, vision, FSA or are eligible for the Wellness Center, within 44 days of the date the University learns of your separation you will receive a COBRA Election Notice from Meritain. The Election notice will describe how you may continue your benefits following employment. For more information about continuing benefits coverage under COBRA, visit http://hr.nd.edu/nd-faculty-staff/forms-policies/benefits-continuation-cobra/.
   - Life insurance. You will also receive paperwork with the opportunity to convert your life insurance policy to an individual policy.
   - Retirement. Contact retirement vendors for information on rolling-over your retirement account:
     - Fidelity Investments (1-800-642-7131; www.fidelity.com)
     - TIAA-CREF (1-877-267-4507; www.tiaa-cref.org)
     - Vanguard (1-800-662-0106; www.vanguard.com)
   For more information on your benefits upon separation, please visit http://hr.nd.edu/benefits/life-events/termination/.

4. Email. Unless otherwise arranged, your email will stay active for approx. 60 days.

For more information: please review the Separation/Transfer Toolkit at https://hr.nd.edu/nd-faculty-staff/toolkits/separation-transfer-toolkit/ or contact askHR at (574) 631-5900 or askHR@nd.edu.