



What you need do when separating (non-retirees) from The Research Foundation (RF) for SUNY Payroll at Upstate

Change of Address

- If you are moving and know your new address at this time, please take a minute to review page 2 of the following form and make note of who you will need to update:
https://www.upstate.edu/hr/document/intra/change_address.pdf

Health, Dental & Vision Insurance Benefits

- If you are currently enrolled in health insurance (i.e. Empire Traditional PPO, Empire Deductible PPO, or MVP), dental or vision your coverage ends 28 days after your employment or eligibility ends. For additional questions please contact the HR Benefits Department by calling 315-464-4946.
- Upon separation from Upstate, you will receive a COBRA packet from the HR Benefits Department. The following link provides you with the current COBRA rates should you wish to enroll in COBRA when your “run off” period ends: https://www.upstate.edu/hr/document/cobra_rf_rates.pdf

Time Accrual Pay Out

- Accrual pay out (vacation accruals) and final SUNY RF payroll check will be issued after your supervisor submits your final time record into Payroll. Any delay in submission will delay receipt of final check. Any questions related to your final check and time accrual payouts can be directed to the Research Foundation Payroll Department by calling 315-464-6350.

Research Foundation Basic Retirement Plan

- If you are enrolled and vested in the RF Basic Retirement Plan, you may contact TIAA directly at 1-800-842-2552 or visit their website at <https://www.tiaa.org/public/tcm/RFSUNY> to update your address, or change your beneficiary.
- To find out about your benefits, vesting, withdrawal of membership, etc. please visit their website at <https://www.tiaa.org/public/tcm/RFSUNY>.

Supplemental Retirement Plans

- If you are enrolled in an additional 403b supplemental retirement savings plan, you may also contact TIAA directly by referencing the contact information above.

Parking Services

- We recommend that you discontinue any parking services effective your separation/termination date. To do so, please visit the Department of Parking Services in room 1801, located at Upstate University Hospital – downtown campus, or by calling 315-464-4801. The following link provides the office hours of operation:
<http://www.upstate.edu/parking/>

Separation Documentation

- Prior to separation from Upstate, please complete the on-line the Employee Separation information on Self-Serve (under Applications...Employee Separation) for supervisory approval:
- Additionally, on your last day of work, please return all Upstate property (i.e. ID badge, keys, etc.) to your manager.

Notification Periods

- Professional employees are required to provide a 30-day notification.
- All other employees are encouraged to notify their supervisor as soon as possible of their separation date, however a minimum of two weeks notification is generally required.

Dec, 2019