

Information/Checklist for Employees Separating from State Service

- ___ If you are in the Defined Benefit retirement plan, ensure any desired service time purchases are paid prior to your departure date; purchases are not allowed following your separation. Tax Deferred Payment (TDP) forms and/or Rollover Forms are available from the [ORS website](#). If you wish to initiate a new purchase, you must contract [ORS](#) for a billing well in advance of your departure date.
- ___ Notify your supervisor and the [LARA Office of Human Resources](#) (OHR) as soon as possible of your last day of work. LARA OHR can also be reached at 517-241-1196.
- ___ Sign and return to your bureau liaison the departure forms (CS-301 & C-636) which will be provided to you by your bureau liaison or supervisor.
- ___ Turn in ID/access card to your bureau liaison.
- ___ Return all state property (including keys) to your supervisor.
- ___ Update your outgoing telephone and e-mail messages to direct callers to new contact person.
- ___ Submit your time for final pay period of work.
- ___ Complete on-line [exit survey](#). (optional)
- ___ If vested in the Defined Benefit retirement plan, file a completed [Deferred Service Retirement Beneficiary Designation](#) form with the Office of Retirement Services.
- ___ If you are currently enrolled in a Health Care or Dependent Care Flexible Spending Plan, contact the Employee Benefits Division at (800) 505-5011 one month prior to your departure to obtain information regarding options for use of funds.
- ___ If you are currently enrolled in the Benefits for Life Long Term Care Insurance Plan, Legal Plan, Auto and Home Insurance, Supplemental Term Life, AD&D, Universal Life, Critical Illness, or Accident Insurance and are having these benefits payroll deducted, we recommend that you contact Benefits for Life at (888) 825-8395 one month prior to your departure if you would like to continue coverage via direct payment of premiums. Failure to make payment arrangements may result in loss of coverage.
- ___ If you are currently enrolled in the MetLife Long Term Care Insurance Plan and wish to continue coverage after your departure, call (800) 438-6388 prior to your departure date to make arrangements for direct billing of premiums. Failure to make direct payments to MetLife will result in loss of all benefits under the plan.
- ___ If you are enrolled in a Qualified Parking Spending Account, you must seek reimbursement of any funds remaining in your account within one pay period of your departure date. Note that reimbursements can be made only for the period during which you were working and actively on the payroll.

- Final leave payoffs will be on your last regular paycheck; banked leave (BLT) hours balances will be paid to your 401(k) account. Click here for information on payoff of [annual leave, sick leave, longevity, BLT hours](#). (See Civil Service Rule 5-10.3 for information on BLT hours)
- Current state-sponsored group insurance coverage will end on the last day of the pay period in which you separate. You are eligible to continue your current health, dental and vision insurance for a period of time if you pay the full premium plus a fee. A COBRA form will be sent to you by OHR during the pay period following your separation indicating what insurances you may continue; you must complete the bottom portion of the COBRA form and submit to Employee Benefits Division (EBD) by the date indicated at the top of the form. You must pay the billing from the EBD by the date indicated for your benefits to continue. To be eligible for life insurance coverage in retirement, there must be no lapse of coverage between your active service and retirement dates. Life insurance coverage may not be maintained via COBRA but a non-group life conversion option is available through Minnesota Life Insurance. To be eligible for continued coverage, you must submit the [conversion form](#) within 31 days of your life insurance end date.
- Your MI HR self-service account will be inactivated 90 days after your separation date.
- If your departure is due to a personal illness or injury that prevents you from continuing work, you may be entitled to a Waiver of Premium on your life insurance. In the event of your death prior to age 65, this waiver would entitle your designated beneficiary(s) to receive a life insurance benefit in the amount in force on the day you became disabled, including any dependent life insurance in force at that time. To be eligible for this benefit, you must have been declared totally disabled by one of the following prior to your separation from state service: 1) The State's Long Term Disability Plan; 2) Social Security Disability; 3) Workers Compensation Insurance; or 4) The State's Duty or Non-Duty Disability Retirement Plan. You must also remain totally disabled until your death. It is recommended that you notify your life insurance beneficiary that it will be necessary for them to advise ORS at the time of your death that the waiver applies, so that appropriate measures are taken in regard to this enhanced benefit. Note that at age 65 your benefit will be reduced to 25% of the coverage in force on the day before you became disabled, and any dependent insurance will be reduced to the retiree dependents plan.
- Contact your bureau liaison to see if there any additional bureau requirements.

Note: Per [Civil Service Regulation 5.09](#), annual leave may not be used to extend employment; you must work your last scheduled work day.