



Office of People and Culture
JACKSONVILLE UNIVERSITY

Employment Offboarding: Employee Exit Process

Thank you for your service to [Jacksonville University](#). In consideration of your departure, please use this process to guide your next steps.

Exit Procedures

Your feedback regarding your time here at JU is important to us. Please complete an [Exit Interview](#). The form can be found at <https://forms.ju.edu/public/view.php?id=281470>. Your feedback is completely confidential.

1. Your keys, JU ID Card, P-card, and/or credit cards if any; and, if applicable, any equipment that has been issued to you (i.e. cell phone, computer, etc.) should be turned in to Human Resources.
2. Login to your [MyJU](#) account and “uncheck” the electronic consent box to receive your year-end tax/W-2 statement.
3. If you move, please provide Human Resources (hr@ju.edu) and the Payroll Department (payroll@ju.edu) your new address for correspondence and/or year-end tax information.

Vacation Payout

You are eligible for a vacation payout if you provide two weeks’ notice and have unused accrued vacation. Vacation carryover hours are not included in the vacation payout. You will receive the vacation payout payment the payroll after your last payment for your time worked.



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Insurance Coverage End Date

In accordance with JU Policy, your last date of insurance coverage is the last day of your employment, unless informed otherwise.

Continuation of Health Coverage (COBRA)

COBRA provides a temporary continuance of group health coverage. To qualify, termination of employment must be for any reason other than gross misconduct. You have an election period of at least 60 days starting on the later of the date you have been furnished the election notice or the date you lose coverage to choose to elect the continuation of your health coverage. The cost of coverage will increase as the cost will include the portion Jacksonville University had previously paid for. If you are eligible for COBRA, you will receive more information on enrollment from Medcom in the mail. You can contact Medcom at (800) 523-7542, Opt.3 with questions regarding costs or enrollment.

Retirement Account (TIAA/VALIC)

If you have questions regarding your account, you can contact your provider. You can contact TIAA at (800) 842-2252 and VALIC at (904) 244-8160.

HSA Account

You will keep your HSA and all the remaining funds, though there may be nominal bank fees after the end of your employment. If you have questions regarding your HSA account, you can contact Fifth Third Bank at (904) 483-4168.

FSA Account

Your FSA card will no longer work after your health insurance termination date. If you still have money left in your FSA account, you have 90 days from the date of the termination date of your health insurance to file your receipts with Ameriflex directly. These receipts must have a date of service between January 1st of this year and the termination date of your health insurance. If you have questions regarding your FSA account, you can contact Ameriflex at (844) 423-4636.