



**College of Journalism and Communications
Offboarding Guide for Employees:**
<https://www.jou.ufl.edu/hr-offboarding/>

Thank you for choosing the College of Journalism and Communications (CJC) as your employer of choice. We appreciate the hard work and dedication you have contributed in the success of CJC. You will be missed and we want to wish you the best of luck with your future endeavors.

We want to learn more about your employee experience and so we ask that you complete the Employee Exit Survey by clicking on the link: <https://hr.ufl.edu/exit/> . Your completion of this Exit Survey assists CJC leaders in fostering a culture of excellence and employee engagement. You will also receive a meeting request to meet with CJC HR Director Keisha Reynolds, (kereynolds@ufl.edu) for well-wishes and to answer any questions.

These are a few resources to assist with your transition:

HEALTH INSURANCE:

- The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.
- Once you have terminated with the university, COBRA information regarding continuation of benefits will be sent to your home address. Please be sure your local home [mailing address](#) is updated in the University of Florida directory to ensure prompt delivery.

FLEXIBLE SPENDING ACCOUNTS:

- If applicable, you will want to reach out to Chard Snyder to discuss options for your Flexible Spending Account. More info and the form Chard Snyder can assist you with:
 - https://www.mybenefits.myflorida.com/content/download/113221/627961/2015_MRAOptionsWhenEmploymentEnds_EY.pdf
 - <https://www.mybenefits.myflorida.com/>

RETIREMENT:

For information pertaining to your Florida Pension Plan:

Division of Retirement

Toll-Free	844-377-1888
Local	850-907-6500
Fax	850-410-2010
Email	retirement@dms.fl.gov

For information pertaining to your UF 403b and 457 Plans:

<https://benefits.hr.ufl.edu/retirement/voluntary/>

Additional Retirement Resources:

- <https://www.dol.gov/general/topic/health-plans/cobra>
- <https://www.mybenefits.myflorida.com/https://benefits.hr.ufl.edu/life-events/termination/>

LEAVE CASH OUT PROCEDURES:

If you are eligible for a leave cash-out, this request will be automatically submitted upon your departure. You do not need to initiate this process. The cash-out process takes approximately 4-8 weeks after your final pay check from UF. The cash-out payment will be directly deposited to the same account your normal paycheck is issued.

PARKING PASS:

If you have a UF parking pass you will need to return it to the Parking and Transportation Office. This can be done in person Monday - Friday from 8:00 a.m. - 4:30 p.m., by using the drop box by the front entrance, or by mailing the decal to:

Transportation and Parking Services

PO Box 112400

Gainesville, FL 32611-2400

Don't delay returning the decal because payments are still deducted for decals that are purchased through payroll deduction until the decal is returned. Delaying the return can cost you money. If you paid for an annual decal upfront, the refund value is also based on when the decal is physically received in office.

CJC Keys and equipment, PCards and Gator One card:

Your CJC keys, any UF or CJC equipment (such as laptop, camera, etc.), your PCard (if you have one) and your Gator One card must be given to your supervisor on your last day. You and your supervisor should have an exit meeting on that date, and you would hand them in at that point. Alternate arrangements may be made in special circumstances.

Thank you for service! We hope you will stay in touch with CJC!