



# Palo Alto Institute for Research & Education

P.O. Box V-38 · Palo Alto, CA 94304-0038

## Separation @ a Glance

<b>Final Paycheck</b>	<p>Your final check will be available in HR office on your last day of work, after 2:30 p.m.</p> <p>The final check is a live check; thus, it cannot be a direct deposit to your bank.</p>
<b>Email/Mail Address</b>	<p>To ensure receipt of important information update your email and home address on <a href="http://www.hrpassport.com">www.hrpassport.com</a>. As a former employee, you maintain some access to this secure portal.</p> <p>To access your W-2 online or request a hard copy, logon to <a href="http://www.hrpassport.com">www.hrpassport.com</a>; go to <i>Myself/About Me/Employee Options</i> and select W2-delivery options. Note: if you elect mail option, you are responsible for updating your address in hr passport.</p>
<b>Retirement Account</b>	<p>Due to your separation of employment, you will no longer participate in our 401(k) plan. If you currently maintain assets in the plan, please note that the following options are available to you:</p> <p>If, upon termination of your employment at PAIRE:</p> <ul style="list-style-type: none"> <li>• Your vested 401k account balance is greater than \$5,000, you may leave your funds in the plan but you will be charged the quarterly maintenance fee by Standard.</li> </ul> <p>If, upon termination of your employment at PAIRE:</p> <ul style="list-style-type: none"> <li>• your vested 401k account balance is greater than \$1,000, but no greater than \$5,000; and you do not provide directions to PAIRE regarding how you want to distribute your retirement plan balance,</li> <li>• PAIRE will roll your retirement plan account balance over to an Individual Retirement Account (IRA) designated by PAIRE, as required by Federal law. The rollover will be invested in an IRA selected by PAIRE and will be established in your name. The IRA provider will invest your funds in a type of investment designed to preserve your principal and provide a reasonable rate of return consistent with liquidity. Your account will be charged for any expenses related to the establishment and maintenance of the IRA and with the IRA investments. You may transfer the IRA funds to any other IRA you chose.</li> <li>• To process your distribution options online, logon to <a href="http://retirement.standard.com">http://retirement.standard.com</a>.</li> <li>• If you would prefer a paper form, please email <a href="mailto:hr@paire.org">hr@paire.org</a> and one will be sent to you.</li> </ul>
<b>Vacation Hours</b>	<p>All accrued unused vacation hours will be paid to you in your final paycheck.</p> <p><i>Note: sick leave is not a vested benefit.</i></p>
<b>Health Benefits/ FSA Accounts</b>	<p>The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows you to continue receiving your health benefits at your own cost*:</p> <ul style="list-style-type: none"> <li>• Your active benefits will continue until the end of the month during which you terminate.</li> <li>• COBRA information and election packets will be mailed to your current home address within 14 days following the termination of your active benefits.</li> <li>• You will receive one notice and, if you wish continued coverage, it is essential that you return the required paperwork and remit any payment due without further reminders from TriNet.</li> <li>• *For overview of COBRA if laid off see: <a href="http://www.dol.gov/ebsa/cobra.html">http://www.dol.gov/ebsa/cobra.html</a></li> </ul> <ul style="list-style-type: none"> <li>• If you had elected a <i>Flexible Spending Account</i>, you have 90 days from the date your employment ends or until 10/15 (if you actively participated in the plan through 6/30) to submit reimbursement claims.</li> <li>• Check on <a href="http://www.hrpassport.com">www.hrpassport.com</a> for specific questions related to your FSA accounts.</li> </ul>
<b>Clearing Station</b>	<p>Return your badge to VA HR, Bldg. 6, 3<sup>rd</sup> floor          Return your key(s) to Engineering, Bldg. 6, 3<sup>rd</sup> floor          Return your lab coat(s) to the lab coat pickup place</p>
<b>Unemployment Information</b>	<p>You may be eligible for state and federal unemployment insurance, depending on the circumstances regarding your separation of employment.</p> <p>For information regarding filing a claim: apply online for unemployment benefits at <a href="http://www.edd.ca.gov/unemployment">www.edd.ca.gov/unemployment</a> or contact TriNet's Solution Center: 1.800.638.0461.</p>