

	TYPE OF EMPLOYMENT CHANGE			
	Benefits-eligible position at UA to another benefits-eligible position at UA No break in service	Benefits-eligible position at one Arizona System University (ASU, NAU, UA) to a benefits-eligible position at UA Break in service less than 31 days	Benefits-eligible position at UA to non-benefits-eligible position at UA Break in service less than 31 days	Rehired at UA Break in service greater than 30 days but less than 12 months
Medical Insurance Dental Insurance Vision Insurance	No impact – existing enrollments remain	Must enroll in same plans and coverage levels unless a new option is available or former option is not available. Coverage is effective the first day of the pay period following enrollment.	Coverage ends on the last day of the pay period that includes the date of movement. COBRA offered.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
Health Care and Dependent Care Flexible Spending Accounts	No impact – existing enrollments remain	If return within same Plan Year, January 1 – December 31, annual election balance will be reinstated. If new date of hire is in new FSA plan year, treated as new hire.	Plan participation ends on the last day of the pay period that includes the date of movement. COBRA offered for the Health Care FSA only. If COBRA is not elected, only eligible expenses incurred prior to participation end date may be submitted for reimbursement.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
Basic Life	No impact – existing enrollments remain	Coverage will be effective on your hire date with the new University.	Coverage ends on the last day of the pay period that includes the date of movement. Portability and conversion within 31 days are available.	Coverage is effective the first day of the pay period following rehire date.
Supplemental and Dependent Life	No impact – existing enrollments remain	Must remain in same plan with same coverage amount/level. Coverage is effective the first day of the pay period following enrollment. Supplemental coverage in excess of \$35,000 AND dependent coverage require a new election opportunity.	Coverage ends on the last day of pay period that includes the date of movement. Portability and conversion within 31 days are available.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.

- Payroll calendars can be found at fso.arizona.edu/payroll.
- **Benefits-eligible UA employees rehired with a break in service less than 31 days and employees transferring to UA from an Arizona state agency, please call Human Resources at 520-621-3662, option 3, for more information.**



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Retirement Plan: Arizona State Retirement System (ASRS) Optional Retirement Plan (ORP)	Must remain in the same retirement plan unless 1) moving from a non- ORP-eligible position to an ORP-eligible position where a new retirement election can be made, <u>OR</u> 2) moving from an ORP-eligible position to a non-ORP-eligible position where the employee must be enrolled in ASRS.	Must remain in the same retirement plan unless 1) moving from a non-ORP-eligible position to an ORP-eligible position where a new retirement election can be made, <u>OR</u> 2) moving from an ORP-eligible position to a non-ORP-eligible position where the employee must be enrolled in ASRS.	Plan participation ends at the end of the fiscal year. Refunds not available until employment within the Arizona University System ends.	New election opportunity. Coverage is effective on the date of rehire.*
Long-Term Disability Insurance	No impact unless enrolled in a new retirement plan. Automatically enrolled based on retirement plan.	Automatically enrolled in plan based on retirement plan.	Plan participation ends on the date of movement.	Automatically enrolled in plan based on retirement plan.
Short-Term Disability Insurance	No impact – existing enrollments remain	Coverage ends on the date of separation with previous employer; treated as new hire with new employer. Coverage will be effective the first day of the pay period following enrollment.	Coverage ends on date of movement.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
Vacation Hours Already Accrued	Accrued vacation transfers.	Accrued vacation is paid out before the move, up to a maximum of one year’s accrual.	Accrued vacation is paid at the time of the movement, up to the amount earned in one year of service. Vacation is not paid out to postdoctoral scholars.	Not applicable. Accrued vacation was paid out at the time of separation.

- *Waiting period for ASRS may apply and membership could be effective at a later date than specified above. Visit hr.arizona.edu/employees-affiliates/benefits/retirement-plans for more information.
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Vacation Accrual Rate	Accrual rate will be 6.77 if new position is an appointed position. Otherwise service credit retained for vacation accrual rate computation.	Accrual rate will be 6.77 if new position is an appointed position. Otherwise service credit retained for vacation accrual rate computation.	Service credit retained for vacation accrual rate computation should there be a return to a benefits-eligible position.	Service credit for vacation accrual may be retained at the discretion of the department.
Paid Sick Time Hours Already Accrued	Accrued sick leave transfers.	Sick leave hours transfer unless RASL benefit paid or termination was result of disciplinary action.	Accrued sick leave hours are retained for a return to a benefits-eligible position provided there is no break in service.	Sick leave hours may be reinstated at the discretion of the department unless previously paid through RASL or termination was a result of disciplinary action.

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