

## **System-generated Email to Voluntarily Separating Employees: Career Service, Selected Exempt Service, Senior Management Services**

*Subject: Action required and important information about your separation*

The Office of Workforce Management has received notification that you are separating from the Department on XXXX [Month, Day, Year]. **Before your last day**, there are some important tasks that you should complete. **Please read this email in its entirety, print a copy (and print any attachments you may need) and forward it to your personal email address (remember to add [unsecure] in the body of your email).**

1. Complete the Separation Certificate. (email has link to certificate)
2. Complete your timesheet in People First through your last day only, following these instructions: [https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits\\_Management/FinalTimesheetMidPeriodSeparation.pdf](https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits_Management/FinalTimesheetMidPeriodSeparation.pdf)
3. Acknowledge your performance evaluation. Your supervisor should have completed a closeout performance evaluation in People First. If not, you may want to ask about this.
4. If you have been using your work email address as your contact address, be sure to update this to your personal email address. Some examples of where your email address might need to be updated include communications from People First, the State of Florida Employees' Information Center (to receive your Form W-2 notification), the FRS online system (for communications and 1099 tax forms), any professional organizations, etc.
5. Complete the Exit Survey: (email has link to survey)
6. See the Benefits Information for Separating Employees brochure: [https://floridarevenue.com/WF\\_transition/Documents/Documents/brochure\\_benefits.pdf](https://floridarevenue.com/WF_transition/Documents/Documents/brochure_benefits.pdf)

### **If you are going to another state agency...**

➤ *Transfer of benefits:*

If you are transferring to another state agency, your pretax insurance benefits should continue. You may also be able to continue any post-tax insurance. Contact the benefits coordinator at your new agency to verify. If the new agency is on a biweekly payroll, you may see a hiccup in your benefits coverage. If you continue benefits at the new agency and see no deduction in your paycheck for the benefits, contact Revenue's benefits coordinator at (850) 617-8370 or [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com).

➤ *Transfer of leave:*

The Office of Workforce Management (Human Resources) can transfer your leave through People First or manually, if necessary. The new agency should be listed on the electronic Notice of Separation form completed by your supervisor. If you are not transferring at this time but you begin employment with another state agency within 31 days from your separation date your leave may be transferred to the new agency. However, you will need to notify Revenue of your start date with the new agency within that 31 days, so the leave transfer can be completed. Email [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com) to notify Revenue of the state agency you will be employed with and include your hire date with the new agency.

### **If you are in the FRS investment plan...**

No matter your age, **if you take any distribution – even one penny – you will be considered retired.** This can have a significant financial impact. Contact the MyFRS Financial Guidance Line at 1-866-446-9377 to speak with a financial advisor about your investment account. Make sure you choose option 4 to speak with the plan administrator.

### **If you are retiring...**

If you haven't already, contact Revenue's retirement coordinator in the Office of Workforce Management at (850) 617-8370 or [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com) **as soon as possible.** You cannot complete the retirement process without going through Revenue's retirement coordinator.

See detailed information at this link:

[https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits\\_Management/Retirement\\_important-info.pdf](https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits_Management/Retirement_important-info.pdf)

Your People First login does not change when you retire, and you can continue to access your benefits information in People First after your separation.

As a retiree, you may participate in Revenue's Retiree Volunteer Program during the first year after retirement, without violating reemployment limitations. For more information, see <https://floridarevenue.com/Documents/Retiree%20Volunteer%20Program%20Flyer.pdf>

### **If you are leaving state government**

#### ➤ *Insurance*

If you are a full-time salaried employee and have been enrolled in the State Group Insurance Program for at least six cumulative years and are enrolled at the time of separation, you are eligible to enroll in state group health insurance, up to 24 months after your separation. Eligible Former Employees pay the full premium amount for coverage. For details, see:

[https://www.mybenefits.myflorida.com/health/eligibility\\_and\\_enrollment/eligible\\_former\\_employees](https://www.mybenefits.myflorida.com/health/eligibility_and_enrollment/eligible_former_employees)

If you were enrolled in state group health insurance, dental and/or vision insurance and are leaving state government, you and your eligible dependents have the option to continue coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act). People First will mail you a package regarding COBRA benefits. If you have questions about COBRA, please call People First directly at 1-866-663-4735.

#### ➤ *Life insurance*

If you enrolled in state group life insurance (Securian), you may be able to convert some or all your life insurance to an individual contract.

#### ➤ *Other post-tax benefits*

If you are enrolled in any other post-tax benefits, contact the vendors at those companies.

#### ➤ *Deferred compensation*

Contact your deferred compensation company for guidance (<https://www.myfloridacfo.com/DeferredComp/>).

### **If you are eligible for a leave payout...**

Employees must meet certain eligibility requirements to be paid for their annual and sick leave upon separation. If you are eligible for payment of your leave it will be paid separately from your last paycheck with Revenue. Leave is paid after a required 31-day waiting period on the next available supplemental payroll, so it will be 6-8 weeks before eligible employees receive their leave payment(s) as direct deposits. If you have questions about eligibility for a leave payment, email [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com).

If you are eligible for a leave payment you may choose to have your leave paid or transferred into your established State of Florida deferred compensation account. To transfer to a deferred compensation account:

1. Contact your deferred compensation company.  
(<https://www.myfloridacfo.com/DeferredComp/>)
2. Send a copy of the Deferrals from Special Supplemental Pay form (obtain from your deferred compensation company) to Revenue's Office of Financial Management (OFM) Payroll section at [AskOFMPayroll@floridarevenue.com](mailto:AskOFMPayroll@floridarevenue.com).
3. Your deferred compensation company will also send the forms to the Bureau of State Payrolls (BOSP). BOSP and Revenue must have a copy of the form before BOSP can transfer the funds.

#### **If you wish to donate sick leave...**

- Prior to your separation, you may be able to donate sick leave under the Department's [Sick Leave Transfer Program](#) to employees who are unable to work due to an accident, illness or injury. Your sick leave donation can only be used by the recipient through the last day of the month in which you are separating. Email [AskBenefits@Floridarevenue.com](mailto:AskBenefits@Floridarevenue.com) to request a list of active Sick Leave Transfer cases requesting donations and to find out if you qualify to donate.
- If you are a member of the Department's [Sick Leave Pool](#) you may choose to contribute eight or sixteen hours of sick leave to the Pool, upon separation. If you are a Pool member and would like to contribute hours, please contact [AskBenefits@Floridarevenue.com](mailto:AskBenefits@Floridarevenue.com).

#### **Helpful Resources**

- Workforce Transition website ([https://floridarevenue.com/wf\\_transition/Pages/default.aspx](https://floridarevenue.com/wf_transition/Pages/default.aspx))  
You can also access this via our DOR internet page, within the "About Us" quick link. The information applies to employees separating for any reason. Especially review the Guide to Benefits.
- People First (<https://peoplefirst.myflorida.com/>) or 1-866-663-4735
- State of Florida Employees' Information Center (Earnings Statements, Form W-2) (<https://apps.fldfs.com/EIC/EmployeeInfoCenter/>)
- FRS Online System (<https://frs.fl.gov/login.aspx>)

## System-generated Email to Voluntarily Separating OPS (Other Personal Services) Employees who are Leaving the Department

*Subject: Action required and important information about your separation from OPS position*

The Office of Workforce Management has received notification that you are separating from the Department on XXXX [Month, Day, Year]. **Before your last day**, there are some important tasks that you should complete. **Please read this email in its entirety, print a copy (and print any attachments you may need) and forward it to your personal email address (remember to add [unsecure] in the body of your email).**

1. Complete the Separation Certificate. (email has link to certificate)
2. Complete your timesheet in People First **through your last day only**, following these instructions:  
[https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits\\_Management/FinalTimesheetMidPeriodSeparation.pdf](https://dorsp19.fdor.dor.state.fl.us/intranet/hr/Human%20Resource%20Services/Benefits_Management/FinalTimesheetMidPeriodSeparation.pdf)
3. If you have been using your work email address as your contact address, be sure to update this to your personal email address. Some examples of where your email address might need to be updated include communications from People First, the Employees' Information Center, any professional organizations, etc.
4. Complete the Exit Survey: (email has link to survey)
5. See the Benefits Information for Separating Employees brochure:  
[https://floridarevenue.com/WF\\_transition/Documents/Documents/brochure\\_benefits.pdf](https://floridarevenue.com/WF_transition/Documents/Documents/brochure_benefits.pdf)

### Your retirement monies

You will receive a letter from Corebridge Financial regarding options for the monies you contributed to the OPS FICA-Alternative plan. If you have questions, contact Corebridge Financial at 1-800-448-2542.

If you are considering rolling your monies into a Deferred Compensation plan, contact your deferred compensation company (<https://www.myfloridacfo.com/DeferredComp/>).

### If you are going to another state agency:

#### ➤ *Transfer of benefits:*

If you are transferring to another state agency, you may be able to continue your insurance. Contact the benefits coordinator at your new agency to verify that all your benefits will carry over. If the new agency is on a biweekly payroll, you may see a hiccup in your benefits coverage. If you continue benefits at the new agency and see no deduction in your paycheck for the benefits, contact Revenue's benefits coordinator at (850) 617-8370 or [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com).

#### ➤ *If you **were not** enrolled in insurance as an OPS employee:*

- If you are going into a Career Service position, you will not be able to enroll in health insurance until the next annual pretax open enrollment period, usually held in the fall. However, there may be other post-tax benefits that you can enroll in. Contact the benefits coordinator at your new agency for more information.

- If you are going into a SES or SMS position you have 60 days from the date of appointment in your new position to enroll in health insurance.
- The new state agency will begin to pay the premium for your basic life insurance benefit once you are in a Career Service, SES or SMS position.

**If you are leaving state government:**

- *Insurance*  
If you were enrolled in state group health insurance, dental and/or vision insurance and are leaving state government, you and your eligible dependents have the option to continue coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act). People First will mail you a package regarding COBRA benefits. If you have questions about COBRA, please call People First directly at 1-866-663-4735.
- *Life insurance*  
If you enrolled in state group life insurance (Securian), you may be able to convert some or all your life insurance to an individual contract.
- *Other post-tax benefits*  
If you are enrolled in any other post-tax benefits, contact the vendors at those companies.
- *Deferred compensation*  
Contact your deferred compensation company for guidance (<https://www.myfloridacfo.com/DeferredComp/>).

**Helpful Resources**

- Workforce Transition website – [https://floridarevenue.com/wf\\_transition/Pages/default.aspx](https://floridarevenue.com/wf_transition/Pages/default.aspx)  
You can also access this via our DOR internet page, within the “About Us” quick link. The information applies to employees separating for any reason. Especially review the Guide to Benefits.
- People First – <https://peoplefirst.myflorida.com/> or 1-866-663-4735.
- State of Florida Employees' Information Center (Earnings Statements, Form W-2) – <https://apps.fldfs.com/EIC/EmployeeInfoCenter/>
- Revenue’s Office of Workforce Management (Human Resources) – [AskHR@floridarevenue.com](mailto:AskHR@floridarevenue.com) or 850-617-8370.