

Offboarding Guidance for Separating from Employment

The following information is provided to assist individuals separating from employment with Clemson University. This is a general checklist and is not intended to replace or supersede other information you receive regarding your separation. If you have questions or need further assistance, please contact the Office of Human Resources (OHR) by calling 864-656-2000 or visiting [Ask-HR](#).

Wrapping Things up With Your Supervisor

- Please meet with your supervisor to finalize any outstanding issues and return the following items (if applicable):
 - All office equipment and supplies (these should be left in your office unless otherwise instructed by your supervisor)
 - University keys
 - University equipment (uniforms, tools, pagers, cellular phones, computer equipment, etc.)
 - Employee ID (TigerOne Card)
 - Employee parking permit (Note, if you are paying for your parking permit through payroll deduction, your parking permit must be returned to Parking Services along with the completed [Pre-tax Parking Benefit Election/Change Form](#) to terminate your pre-tax parking benefit. Failure to do so will leave your deduction active, such that the deduction will resume automatically if you return to the University.)

Access to Clemson Accounts

- Your last paycheck will be direct deposited, and your final paystub will be mailed to you.
- If you want to change your tax withholdings (W-4), please do so prior to your last day of employment. Your email account and access to the Clemson University Business System (CUBS) will be deactivated on your last day of employment unless arrangements have been made and approved by proper administrative channels. After your CUBS account is deactivated, you can change your tax withholdings by contacting Payroll at 864-656-2000.
- Hard copies of any desired pay information (pay stubs, W-2's, etc.) should be printed prior to your last day of employment. To access Employee Self Service:
 - Visit the [University HR website](#) and click **HR Self Service** in the top menu.
 - Login using your username and password.
 - Authenticate with DUO ([access DUO instructions](#)).

- Click "**Payroll and Compensation**"
- Click on the Check Date.
- Select OK to Open with Adobe Acrobat DC

Please note, information will not be available through Employee Self Service after your CUBS account has been deactivated.

- As an FYI, the W-2 for any pay you receive in the year of your separation from the University will be mailed to you in January of the following year. Please make sure your mailing address in CUBS is correct. You can view/update the address in my.clemson.edu. Once your employment ends with Clemson, address changes can be made on the [Change of Address Form for Inactive Employees](#).

Benefits (Insurance, Retirement and Leave)

- **State Insurance**

If you are covered under Clemson's state insurance benefits, the effective date of termination of active benefits will be the last day of the month in which you separate. Retirees eligible for and electing to participate in retirement insurance will transition without a break in coverage. Employees wishing to continue health insurance coverage who are not eligible for retiree benefits can do so through COBRA, which allows you to continue coverage for up to 18 months. All employees separating from the University will receive a letter in the mail detailing how to sign up for and pay for COBRA coverage. You can also review [COBRA details online](#).

- **Non-State Insurance**

If you are enrolled in Clemson's non-state insurance benefits with Aflac and/or MetLife, please contact these vendors directly for your plan options after separation from Clemson. For contact information for Aflac or MetLife, please contact the Office of Human Resources.

- **State Retirement**

You have several options regarding your state retirement funds.

- If you are participating in the Optional Retirement Program (ORP), you are strongly encouraged to contact your retirement plan directly and speak to a tax advisor to understand 1) the options available to you and 2) the implications of choosing each option.
- If you are participating in the South Carolina Retirement System (SCRS) plan and are vested, you have the option to defer your retirement and start receiving your lifetime benefit at age 65 with no reduction or age 60 at a permanently reduced rate (5 percent per year under 65 years old).
- SCRS participants always have the option to withdraw their contributions plus interest after 90 days or more following their

separation date. ORP participants do not have a 90-day waiting period for withdrawals.

- In the event you are eligible (or can be made eligible) to retire, please contact PEBA to generate estimates and review your options.

Access [ORP vendor contact information](#).

Access [SCRS contact information](#).

- **Supplemental Retirement**

If you contributed to a supplemental retirement plan (SRP) while employed, please contact your SRP vendor directly for your plan options after separation from Clemson. Access [vendor contact information](#).

- **Leave**

If you were eligible to accrue paid leave benefits during your time at Clemson, please see the following payout guidelines and information.

- Annual leave: Full-time equivalent (FTE) and temporary time-limited employees who accrue annual leave are eligible for an annual leave payout (up to 45 days) upon separation from the University. This payout will be reflected in your last paycheck.
- Grant personal leave: Temporary grant employees who accrue grant personal leave are eligible for a payout of their remaining grant personal leave balance upon separation from the University. This payout will be reflected in your last paycheck.
- Sick leave is non-payable upon separation from the University. However, employees can donate a portion of their unused sick leave to the leave pool. For more information, or to donate now, access the [Leave Transfer \(Pool\) Program webpage](#).

Thank you for your invaluable service to Clemson University, and best wishes in your future endeavors.