

Benefit Information for Separating ICAA Employees

EMPLOYMENT/INCOME VERIFICATION

The Work Number is an automated, third-party service that provides employment/income verification for all current and former employees. The contact info below can be used by credit grantors or any service provider that requires proof of employment/income.

The Work Number – 800.660.3399 (Code: 20105) or www.theworknumber.com

FLEXIBLE SPENDING ACCOUNT (FSA)

Flexible Spending Account participation ends on the last day of the month following the last day of employment. Claims to reimburse healthcare expenses must be submitted within (90) days of the last day of employment for expenses incurred prior to the last day of employment. Dependent Care FSA claims for expenses must be submitted within (90) days of the last day of employment for expenses incurred prior to the last day of employment.

Surency FLEX – 866.818.8805 or www.surency.com

HEALTH INSURANCE

Medical, Dental, and Vision coverages through ICAA end on the last day of the month in which your employment ends (last day worked) A notice of the right to continue coverage under COBRA will be mailed to the address on file. Members have (60) days from the date of the notice to elect continued coverage for up to 18 months for Medical and Dental only and will pay premiums directly to the third-party administrator for COBRA. Any dependent covered by the plan on the last day of employment is eligible for COBRA coverage.

Retirees > Age 65: If enrolling in Medicare outside of your Initial Enrollment Period (IEP), which ends 3 months after turning 65, Human Resources can provide the CMS-L564 employer form(s) to avoid the late enrollment penalty.

For information about Medicare supplements available in the private market, contact Senior Health Insurance Counseling for Kansas (SHICK).

Blue Cross Blue Shield of Kansas – 800.432.3990 or www.bcbsks.com
Delta Dental – 316.264.4511 or 800.234.3375 or www.deltadental.com
Surency Vision – 866.818.8805 or www.surency.com/vision
Surency COBRA – 866.818.8805 or www.surency.com/cobra
Senior Health Insurance Counseling for Kansas (SHICK) – 800.860.5260

LIFE INSURANCE

BASIC LIFE

This plan is eligible for conversion, which allows you to continue your coverage after your group plan has terminated (with restrictions).

Guardian – 888.482.7342 or www.guardianlife.com

VOLUNTARY LIFE and AD&D INSURANCE PLAN (by GUARDIAN)

This voluntary plan is portable, includes waiver of premium, includes accelerated life benefit, and conversion is available when the insurance terminates.

Guardian – 888.482.7342 or www.guardianlife.com

RETIREMENT PLANS

ICAA MANDATORY/VOLUNTARY 403(B) PLANS

All mandatory and voluntary retirement plans are fully vested. At separation, you will choose to leave your money with VOYA or you can roll your money into another qualifying plan. Specific information can be found by contacting your VOYA representative.

VOYA Financial Advisors

Stephen A. Cross, Sr. ChFC Stephen.CrossSr@voyafa.com

316.788.0788 or toll free 800.332.8132

124 S. Baltimore Ave. Ste. F, Derby, KS 67037

Jonathan M. Cross Jonathan.Cross@voyafa.com

316.788.0788 or toll free 800.332.8132

124 S. Baltimore Ave. Ste. F, Derby, KS 67037

Leo J. Wetta Leo.Wetta@voyafa.com

316.686.2428 or toll free 866.686.2422

441 N. Roosevelt, Wichita, KS 67208

Daniel J. Wetta Daniel.Wetta@voyafa.com

316.686.2428 or toll free 866.686.2422

441 N. Roosevelt, Wichita, KS 67208

RETIREMENT TIMELINE

3 MONTHS IN ADVANCE (IF AGE 65+):

- Make decision about health coverage in retirement (Contact SHICK)
- Contact Social Security to apply for monthly SS benefit and/or enroll in Medicare A/B; Human Resources must provide the CMS-L564 employer form to avoid a late enrollment penalty if enrolling outside your Initial Enrollment Period (IEP)

Senior Health Insurance Counseling for Kansas (SHICK) – 800.860.5260

Social Security Administration – 866.931.9173 / 800.772.1213 or www.ssa.gov; www.medicare.gov

2 MONTHS IN ADVANCE:

- Notify your department in writing of your plan to retire and intended last day of work
- Update beneficiary forms as needed
- Optional:* Schedule appointment with tax professional to understand your tax obligations in retirement
- Optional:* Schedule appointment with a VOYA Representative to understand your retirement plan

1 MONTH IN ADVANCE:

- Verify with your department admin that a retirement 'ePaf' has been entered

***Optional:* Verify changes to tax withholdings and/or deferrals for your final paycheck with payroll/HR**

SUPPLEMENTAL INSURANCE

3-1 SUPPLEMENTAL HEALTH PLAN

The Supplemental Health Plan, consisting of Hospital Indemnity, Accident, and Critical Illness plans rolled into one, is portable and allows you to take the coverage with you even if your employment has ended.

Guardian – 888.482.7342 or www.guardianlife.com

LEAVE PAYOUTS

Eligible leave payouts will occur on the final paycheck. Tax withholdings may be changed for the final paycheck, and all, or a portion, of the final paycheck may be deferred into a voluntary 403(b) (subject to annual contribution limits).

Completed election forms must be received by Human Resources prior to the first day of the pay period for the final paycheck.

VACATION

Termination = up to 176 hours paid

Retirement = up to 240 hours paid

SICK LEAVE (RETIREMENT-ELIGIBLE ONLY)

8+ years & 800 hours accrued = 240 hours paid

15+ years & 1,000 hours accrued = 360 hours paid

25+ years & 1,200 hours accrued = 480 hours paid

W-2's

W-2's are handled by the Wichita State University Payroll department.

Payroll Department – payroll@wichita.edu

If you have questions, please reach out to Human Resources:
totalrewards@wichita.edu or 316.978.3065