

## EXIT INTERVIEW SUMMARY

### Life after Rice...

- ❖ **Esther** – You maintain access to Esther after you terminate so you can change your address, view previous Rice pay stubs and obtain your tax information. Keep your Esther login information in a **safe** and **secure** location. If you forget your login information, you can contact Human Resources at [people@rice.edu](mailto:people@rice.edu) or 713-348-2232 to reset your account. For your future reference, you may wish to document your user ID and pin below.

**Rice ID:** \_\_\_\_\_

**Pin:** \_\_\_\_\_

- ❖ **Medical benefits** – Your Rice medical benefits will end on \_\_\_\_\_.
- ❖ **COBRA** – A COBRA enrollment packet with an option to extend your medical benefits coverage will be mailed to you from WageWorks 1-2 weeks after your termination paperwork is processed in HR. For questions about the COBRA packet, contact WageWorks at 877-924-3967 (option 8 for assistance in Spanish). If you have not received your COBRA packet within 2 weeks after your termination date, contact Rice benefits at [benefits@rice.edu](mailto:benefits@rice.edu) or 713-348-2363.
- ❖ **Vesting in the 401(a) Rice Retirement Plan** – If you have completed one year of benefits-eligible service, then you are fully vested and may contact TIAA-CREF or Fidelity directly to discuss your options regarding the funds. (TIAA-CREF: [www.tiaa-cref.org](http://www.tiaa-cref.org) or 800-842-2776; Fidelity: [netbenefits.fidelity.com](http://netbenefits.fidelity.com) or 800-642-7131).
  - ❖ **403(b) retirement account** – This is an optional retirement account that employees can choose to enroll and self-fund. If you enrolled, contact TIAA-CREF or Fidelity directly to discuss your options regarding these funds.
  - ❖ **Rice retiree** – If you qualify as a Rice retiree, in accordance with the Rice University Human Resources Policy No. 422-98, please contact Parking about retiree parking, RUPD for your retiree ID card, and Benefits to discuss and enroll in retiree health benefits, if desired.

### ADDITIONAL INFORMATION & RESOURCES:

- ❖ **Rice Human Resources** is available to answer any additional questions you may have at 713-348-4791 or 713-348-4755.
- ❖ **Rice benefits** – **Your benefits end at the end of the month in which you leave Rice.** Certain benefits may be continued after you leave Rice. Contact the Rice Benefits at [benefits@rice.edu](mailto:benefits@rice.edu) or 713-348-2363 for more information or the necessary forms.
  - **COBRA** – allows you to continue medical and dental coverage
  - **Long Term Care (LTC)** – if you have this benefit you can take this policy with you, if you wish to continue this coverage you need ask for the LTC continuation form.
  - **Group & supplemental life insurance** – this coverage has the option for conversion or portability to individual policies. You must request the applicable forms from benefits no later than 31 days from when your benefits end,
  - **Accidental Death & Dismemberment (AD&D)** – this coverage has portability option to an individual policy. You must request the applicable forms from benefits no later than 31 days from when your benefits end.
  - **Aetna:** 1-800-905-7670 / **Envision Rx:** 1-800-361-4542
- ❖ **Rice jobs** – Visit RICEWorks at <https://jobs.rice.edu> for job openings at Rice.
- ❖ **Unemployment benefits** – To apply, contact the Texas Workforce Commission (TWC) online at <http://www.twc.state.tx.us/> or by telephone at 800-832-2829.