

GENERAL INFORMATION: RCUH TERMINATION OF EMPLOYMENT

Non-Recruited status employees

Timeline:

- Benefits end date (if applicable): all benefits will end date the last day of the month of the last day of employment with RCUH
- Last Pay Day: Refer to [RCUH Personnel & Action Calendar](#)
- Last day to enroll in COBRA (if applicable): 60 days after notification
- January of next year: RCUH to provide notification of W-2 availability for tax year to your email address on record in Employee Self Service

BEFORE YOU TERMINATE:

Return of Project Property

Before your last day of employment, please be sure to settle any payments or reimbursements that may be owed to you. Return keys, laptops, phones, other project- supplied equipment/tools, and provide any computer-access passcodes to your Principal Investigator as he/she might need to access information contained on the project computer/equipment.

eTimesheets and Your Last Pay

Once your termination action has been submitted and approved in the system, your eTimesheet will be updated to reflect your last day of employment with RCUH. Please be sure to submit your last eTimesheet and adhere to your internal deadlines. An employee's failure to submit an eTimesheet may result in a delay in pay for the last pay period and a delay in final offboarding with vacation payout (if applicable).

Your final paycheck will be directly deposited into the bank account you provided to us. If you plan to close or change your bank account, you must notify our Payroll section (rcuh_payroll@rcuh.com) immediately. Failure to provide us adequate notice will result in the RCUH sending a cashier's check (cashier's check and postage fees will be deducted from your final paycheck) to your current mailing address we have on file.

Update your Records in RCUH Employee Self Service (ESS)

Applies to all employees

Access to your Employee Self Service portal is not terminated upon separation from the RCUH since you may need access to pay stubs and tax forms the following year. Please be sure to keep your personal information current and up-to-date (i.e., mailing address, email address) particularly for W-2 and 1095-C (if applicable) year-end tax reporting purposes via the Employee Self-Service (ESS) System on www.rcuh.com. Upon termination with the RCUH, you will still be able to access pay stubs and consent (or withdraw consent) for electronic delivery of your W-2 form for the tax year.

If applicable, your 1095-C year end reporting will be mailed to your address on record in ESS.

If you have misplaced or forgotten your username/password, please follow the instructions provided to you on the ESS login page located on the RCUH Website (rcuh.com > Login > Employee Self-Service).

Self-service password resets are available if you have activated your security questions. Users who are unable to log on should contact the RCUH HR Help Desk for assistance with password resets:

Phone: (808) 956-8900

Email: hrhelpdesk@rcuh.com

GENERAL INFORMATION: RCUH TERMINATION OF EMPLOYMENT

Non-Recruited status employees

AFTER YOU TERMINATE:

Health Insurance (Medical and Dental) and COBRA Continuation of Coverage

Applies to ACA Medical (Non-Recruited Status 75% and Greater + qualified employees)

Your Health (medical and/or dental) insurance with the RCUH as an active employee will end on the last day of the month of your last day of employment.

You will be offered COBRA Insurance, which will allow you to continue your group health insurance on an individual basis and submit payments directly to the respective carriers (HDS, HMSA, Kaiser). Coverage is typically available starting from the date you first lost coverage for 18 months, but may last longer in certain circumstances. Your monthly COBRA premium will be 102% of the total monthly premium (100% of the monthly premium plus a 2% administrative fee). [COBRA Rates](#) are subject to change every July 1st and are updated during the annual open enrollment period (late April – early May for a July 1 effective date).

Please see [Policy 3.520 RCUH Health Plans](#) for more information.

Open Workers' Compensation Claims

If you have an open workers' compensation claim at the time you are separated from employment, you should notify your claims adjuster of the change in your employment status.

- HEMIC (*for claims with a date of injury on or after July 1, 2020*)
 - Phone: (808) 524-3642
- Sedgwick Claims Management Services (*for claims with a date of injury on or before June 30, 2020*)
 - Phone: (808) 523-3200

Please see [Policy 3.580 RCUH Workers' Compensation](#) for more information.

Mahalo Survey

Applies to all employees

Upon termination, you will be provided access to an Exit Survey (i.e., the RCUH Mahalo Survey). This survey is designed to solicit your feedback (i.e., comments, recommendations, etc.) relating to your work experience with the RCUH. You are encouraged to participate and provide feedback, which will be held in confidence to the extent possible.

Re-employment with RCUH

Applies to all employees

To view a listing of current job openings within RCUH, please visit www.rcuh.com and click on the "Job Postings" link.

Please see [Policy 3.210 Hiring Options Through RCUH](#) for more information.

GENERAL INFORMATION: RCUH TERMINATION OF EMPLOYMENT

Non-Recruited status employees

Verification of Employment

Applies to all employees

If you need a verification of former employment you may contact the RCUH Human Resources Department at (808) 956-3100 or via email at rcuhr@rcuh.com. Faxes are also accepted at (808) 956-9423. RCUH Human Resources may require a signed consent form to release certain information to outside parties.

Helpful Links (may not be applicable to all employees):

[RCUH Termination of Employment Document Library: Forms for Employees](#)

[COBRA Rate Sheet](#)

[Kaiser \(Medical\) COBRA Enrollment Form](#)

RCUH HUMAN RESOURCES CONTACT INFORMATION:

RCUH Human Resources:

General Inquiries: rcuhr@rcuh.com

Phone: (808) 956-3100

Employment Section: Verification of Employment: rcuh_employment@rcuh.com

Benefits Section: Employee Benefits, 1095-C Tax Forms: rcuh_benefits@rcuh.com

Payroll Section: W-2 Tax Forms: rcuh_payroll@rcuh.com

HR Information Systems: Employee Self Service password resets: rcuh_hris@rcuh.com