



	TYPE OF EMPLOYMENT CHANGE			
	Benefits-eligible position at UA to another benefits-eligible position at UA No break in service	Benefits-eligible position at Arizona System University (ASU, NAU, UA) to benefits-eligible position at UA Break in service less than 31 days	Benefits-eligible position at UA to non-benefits-eligible position at UA No break in service or break in service less than 31 days	Rehired at UA Break in service greater than 30 days but less than 12 months
<b>Medical Insurance Dental Insurance Vision Insurance</b>	No impact – existing enrollments remain	Must enroll in same plans and coverage levels unless a new option is available or former option is not available. Coverage is effective the first day of the pay period following enrollment.	Coverage ends on the last day of the pay period that includes the date of movement. <a href="#">COBRA</a> offered.  Employees who meet ACA eligibility will be offered continuation of medical, dental, and vision insurance.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
<b>Health Care and Dependent Care Flexible Spending Accounts</b>	No impact – existing enrollments remain	If UA employees return within same plan year, Jan. 1–Dec. 31, annual election balance will be reinstated. If new date of hire is in next FSA plan year, treated as new hire.  For agency transfers, FSA contribution will be adjusted to the amount remaining for the year.	Plan participation ends on the last day of the pay period that includes the date of movement. <a href="#">COBRA</a> offered for the Health Care FSA only. If COBRA is not elected, only eligible expenses incurred prior to participation end date may be submitted for reimbursement.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
<b>Basic Life</b>	No impact – existing enrollments remain	Coverage will be effective on your hire date with the new University.	Coverage ends on the last day of the pay period that includes the date of movement. Portability and conversion within 31 days are available.  Employees who meet ACA eligibility may continue coverage.	Coverage is effective on the date of rehire.

- Payroll calendars can be found at [fso.arizona.edu/payroll](http://fso.arizona.edu/payroll).
- **Benefits-eligible UA employees rehired with a break in service less than 31 days and employees transferring to UA from an Arizona state agency, please call Human Resources Solutions at 520-621-3660 for more information.**



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<b>Supplemental and Dependent Life</b>	No impact – existing enrollments remain	Must remain in same plan with same coverage amount/level. Coverage is effective the first day of the pay period following enrollment. Supplemental coverage in excess of \$35,000 <i>and</i> dependent coverage require a new election opportunity.	Coverage ends on the last day of pay period that includes the date of movement.  Portability and conversion within 31 days are available.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.
<b>Retirement Plan: ASRS or ORP</b>	Must remain in the same retirement plan except for classified staff, who have a one-time opportunity to elect ORP on changing employment type.	Must remain in the same retirement plan except for classified staff, who have a one-time opportunity to elect ORP on changing employment type.	Plan participation ends at the end of the fiscal year. Refunds not available until employment within the Arizona University System ends.	New election opportunity. Coverage is effective on the date of rehire.*
<b>Long-Term Disability Insurance</b>	No impact unless enrolled in a new retirement plan.  Automatically enrolled based on retirement plan.	Automatically enrolled in plan based on retirement plan.	Plan participation ends on the date of movement.	Automatically enrolled in plan based on retirement plan.
<b>Short-Term Disability Insurance</b>	No impact – existing enrollments remain	Coverage ends on the date of separation with previous employer; treated as new hire with new employer. Coverage will be effective the first day of the pay period following enrollment.	Coverage ends on date of movement.	New election opportunity. Coverage is effective the first day of the pay period following enrollment.

\*Waiting period for ASRS may apply and membership could be effective at a later date than specified above. Visit [hr.arizona.edu/employees-affiliates/benefits/retirement-plans](http://hr.arizona.edu/employees-affiliates/benefits/retirement-plans) for more information.

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<b>Vacation Hours Already Accrued</b>	Accrued vacation transfers.	Accrued vacation is paid out before the move, up to a maximum of one year's accrual.	If break in service, accrued vacation is paid out, up to the amount earned in one year of service. Vacation is not paid out to postdoctoral scholars.  If no break in service, the department must request payout of accrued vacation hours from Payroll or they are forfeited, <a href="https://fso.arizona.edu/payroll/departments/status-change-payouts">fso.arizona.edu/payroll/departments/status-change-payouts</a>	Not applicable. Accrued vacation was paid out at the time of separation.
<b>Vacation Accrual Rate</b>	Accrual rate for new position will be 6.77 hours per 80-hour pay period.	Accrual rate for new position will be 6.77 hours per 80-hour pay period.	Non-benefits-eligible employees do not accrue vacation.	Accrual rate for new position will be 6.77 hours per 80-hour pay period.
<b>Sick Time Hours Already Accrued</b>	Accrued sick leave transfers.	Sick leave hours transfer unless RASL benefit paid or termination was result of disciplinary action.	Accrued sick leave hours are retained for a return to a benefits-eligible position provided there is no break in service.	Sick leave hours may be reinstated at the discretion of the department unless previously paid through RASL or termination was a result of disciplinary action.

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- **Benefits-eligible UA employees rehired with a break in service less than 31 days and employees transferring to UA from an Arizona state agency, please call Human Resources Solutions at 520-621-3660. You may be eligible to retain your vacation accrual rate and sick leave balance.**