

TERMINATION CHECKLIST FOR TEAM MEMBERS

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| <p>MYHR WORKDAY ACTION ITEMS</p> <p>MyHR Workday access deactivates on termination date (typically at midnight)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Submit resignation and attach resignation letter if applicable. <ul style="list-style-type: none"> • After your leader approves/submits your resignation, an Exit Survey will be sent to your Banner email address and MyHR Workday inbox to complete. <input type="checkbox"/> Review & Update <ul style="list-style-type: none"> • Update personal information – personal email address, home/ mailing address, phone number, etc. <ul style="list-style-type: none"> ◦ Electronic W2 access becomes unavailable after termination. Your W2 will be delivered via US Postal Service. • Print documentation if desired (paystubs, tax forms, certifications, learning, etc.) • Review Employment Status Change. |
| <p>SECURITY & EQUIPMENT</p> <p>Access deactivates on termination date</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Return to Leader (on last day): <ul style="list-style-type: none"> • Banner ID, building/facility badges & other Banner property <input type="checkbox"/> Submit computer/Banner equipment return forms if applicable* |
| <p>FINAL PAYCHECK</p> <p>Issued via direct deposit or Wisely Pay Card.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Remaining PTO balance <ul style="list-style-type: none"> • PTO balances will be paid within two pay periods after your termination has been processed (taxed at higher supplemental rate as required by law). • NOTE: You may be eligible to receive pay for other applicable state specific leave balances. |
| <p>MEDICAL, DENTAL, & VISION COVERAGE</p> <p>Deactivates on termination date</p> | <ul style="list-style-type: none"> <input type="checkbox"/> COBRA – HealthEquity <ul style="list-style-type: none"> • Premiums are higher due to loss of Banner contributions • If elected, coverage will begin the day after Banner coverage ends • Questions? Call (888) 678-4881 or visit mybenefits.wageworks.com |
| <p>LIFE INSURANCE</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Securian Financial <ul style="list-style-type: none"> • Contact to convert to an individual policy (rates may differ from group rates). • Questions? Call (866) 293-6047 or visit www.lifebenefits.com |
| <p>FLEXIBLE SPENDING ACCOUNTS (FSA) & HEALTH SAVINGS ACCOUNTS (HSA)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> HealthEquity <ul style="list-style-type: none"> • Employees have 90 days from their termination date to submit FSA reimbursement requests for any expenses that were incurred prior to the last day. • FSA Questions? Call (866) 346-5800 or visit healthequity.com • Health Savings Account remain active after your termination from Banner. • HSA Questions? Call (866) 212-4637 or visit healthequity.com |
| <p>RETIREMENT INVESTMENTS</p> <p>401k</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Fidelity Investments <ul style="list-style-type: none"> • Any outstanding loan must be repaid in full within 90 days of leaving Banner. Otherwise, it will default and be reported as taxable income. • Questions? Call (800) 343-0860 or visit www.netbenefits.com/BannerHealth |
| <p>RETIRING FROM BANNER?</p> <p>Fill out Medicare Part B Form</p> | <ul style="list-style-type: none"> <input type="checkbox"/> If you and/or your spouse have Banner Insurance: <ul style="list-style-type: none"> • If Social Security Administration sends a Benefit Verification Form, complete your section & forward to: Benefits@bannerhealth.com |

If you were the recipient of an incentive payment during employment, these agreements are reviewed to ensure employment guidelines are met. If repayment of funds received is required, a deduction will be made to your paycheck and further action regarding repayment obligation may result.

*Unreturned Banner equipment may have tax consequences.

Questions? Contact the MyHR Resource Center at HRTransactionSupport@bannerhealth.com or (602) 747-MyHR (6947).