

EXIT FAQ's for Employees Leaving Columbia University

UNI & Access to CU Servers

- Access to all A&S files will be deactivated on your last day.
- Your UNI will be deactivated on your last day, unless you are a University alum.

A&S Equipment and Email

- All A&S issued equipment is property of the university and must be surrendered to us on your last day.
- CUIT will remove the A&S email account from your devices on your last day.

Final Paycheck & Vacation Payout

- Your final paycheck will include the time worked through your last day and any unused and accrued vacation time. Direct deposit will remain in effect.

Employment Verification

- If your employment at Columbia ended within the last three calendar years, you can use The Work Number to verify employment history:

Telephone: 1-800-367-5690

Website: <http://www.theworknumber.com/>

Columbia University Employer Code: 12529

- If it has been more than three years, please contact the Columbia Human Resources Service Center:

Telephone: 212-851-2888

Website: <https://humanresources.columbia.edu>

Hours of Operation gg

Monday, Tuesday and Thursday 9:00 a.m. - 5:00 p.m.

Wednesday 9:30 a.m. - 5:00 p.m.

Friday 9:00 a.m. - 4:00 p.m.

CU HR Account

- Your access to my.columbia.edu will terminate on your last day. For access to your account (past pay stubs, tax forms, etc.), please contact the Columbia Human Resources Service Center:

Telephone: 212-851-2888

Website: <https://humanresources.columbia.edu>

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Wednesday 9:30 a.m. - 5:00 p.m.

Friday 9:00 a.m. - 4:00 p.m.

CU Benefits

- For any questions about your health and wellness benefits, please contact the University's Benefit Center:

Telephone: 212-851-7000 (Monday-Friday, 9:00 a.m. – 4:00 p.m.)

Secure Fax: 212-851-7025

Website: <https://humanresources.columbia.edu/benefits>

Email: hrbenefits@columbia.edu

Mailing Address: 615 West 131st Street, MC 8703

Studebaker Building, 4th Floor

New York, NY 10027

Health Benefits

- Your benefits will expire at the end of the month or within 21 days of separation, whichever period is greater.
- If you are eligible to elect COBRA for the continuation of your health benefits, you will receive a COBRA packet from CU Health and Benefits Center.
- You will have 60 days to decide whether to elect *COBRA*.
- If you decide to elect *COBRA* coverage within the 60-day period, your coverage will be retroactive to *your last day of employment*.

Transit and Parking

- If you are currently enrolled in the Commuter Check program, note that your card will be deactivated on the last day of the month.
- For additional information, please call EBPA at 888-456-4576 or contact Columbia's Benefit Service Center.

Flexible Spending Account

- Your FSA credit card will be disabled at the end of the month.
- To file claims please call United Healthcare at 866-755-2648 or Columbia's Benefit Service Center.

CU Retirement Savings Program

- Columbia University works with two carriers to offer employee retirement plans. Please call the investment institution you elected to discuss your account and options.
- **TIAA:** www.tiaa.org
 - 800-842-2252 | Customer service: Monday through Friday, 8:00 a.m. to 10:00 p.m., ET Saturday, 9:00 a.m. to 6:00 p.m., ET
- **Vanguard:** www.vanguard.com
 - 800-523-1188 | Customer service: Monday through Friday, 8:30 a.m. to 9:00 p.m., ET

Life and Long-Term Disability Insurance

- Your Basic Life Insurance will end on your last day of employment.
- For additional information on all other life and disability policies, please contact Columbia's Benefits Service Center.

Tax Information

- CUHR will mail your W-2 to the address on record in *January of the following calendar year*, through your last day of employment.
- To receive a W-2 electronically at the end of the year:
 - Go to the ["MyColumbia" Portal](#).
 - Log in with your Columbia UNI and password.
 - Confirm access through multi-factor authentication (**DUO**), if needed.
 - Click on "Former Employee" at the top of the page.
 - Click on the "View W2" icon under the Former Employees header.
 - Log in again with your Columbia UNI and password.
 - You will be transferred to Columbia's page on our vendor's website (Paperless Employee) where you can print your own W-2 form. See the sample screenshot above under current employees.
 - Former employees who no longer have secure access to our web portal can go to www.paperlessemployee.com/columbiau and create an account. If you have questions or issues creating an account, please contact the HR Service Center at 212-851-2888.