

**PART-TIME FOUNDATION EMPLOYEES  
SUMMARY OF BENEFITS UPON SEPARATION OF EMPLOYMENT  
(Non-Retirement)**

<b>If enrolled in:</b>	
<b>FIT Foundation Retirement Plan</b>	If you are enrolled in the <b>Foundation Retirement Plan</b> , contributions will be made on eligible compensation earned through your employment end date. You may maintain your account(s), request a rollover from your account(s) to another organization, or take a distribution. If you have questions about your account or distribution options, contact the plan administrator TIAA at 800.842.2252. To access your online account, go to <a href="http://www.tiaa.org">www.tiaa.org</a> .
<b>Commuter Benefit Plan (Mass Transit and Parking Accounts)</b>	<ul style="list-style-type: none"> <li>• Pre-tax Transit balances in the WageWorks Commuter Card will no longer be usable after 90 days from your employment termination date.</li> <li>• Pre-tax Transit Passes will no longer be usable after the last day of your last active benefit month.</li> <li>• Pre-tax Parking balances are forfeited immediately on your employment termination date. However, if enrolled in the Parking Pay Me Back payment method, you have 6 months to submit for reimbursement for parking expenses incurred through your last day of employment.</li> <li>• Post-tax contributions remaining in your account will be refunded to you via check by HealthEquity/WageWorks.</li> </ul> <p>To discontinue contributions, access your HealthEquity/WageWorks online account, <a href="https://www.wageworks.com">https://www.wageworks.com</a>, or call HealthEquity/WageWorks at 855.692.2966. Remember to make any changes by the 1<sup>st</sup> of the month prior to the benefit month (e.g. August 1 for deductions to stop in August to effect a September benefit month).</p>
<b>Educational Assistance Plan</b>	<b>FIT Tuition Exemption Program</b> – If your employment terminates before the course(s) begins, you will be required to pay for the course(s) unless you officially withdraw by the established deadlines.

**Important: Address Changes After Separation**

If your address changes after you separate, notify the [Office of Human Resources](#) immediately. Your new address is needed for you to receive your Form W-2 which is sent early in the year after your separation and may be needed for benefits purposes.

If you have questions, please send an email to [hr\\_benefit@fitnyc.edu](mailto:hr_benefit@fitnyc.edu) or call 212.217.3670 for assistance from a benefits representative.