



THE UNIVERSITY OF MISSISSIPPI  
MEDICAL CENTER™

## UMMC EMPLOYEE RESIGNATION HANDBOOK

Creating a smooth transition to the next phase of your career

UMMC Employee Benefits  
HRBENEFITS@UMC.EDU



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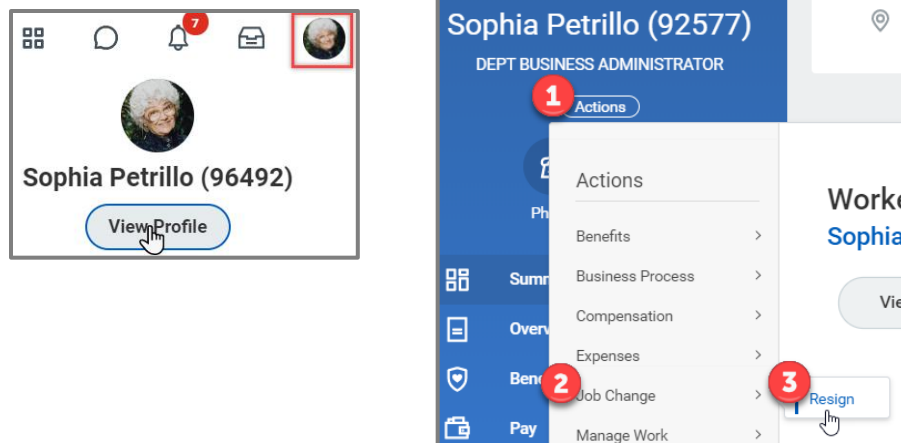
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## Submit your resignation/exit survey


To resign from employment at UMMC, you should submit your resignation electronically in Workday following the steps below. Upon completion, you will receive an exit survey. One of the important portions of the exit survey is to elect what will happen to your personal leave at separation. Please review the “Final Leave Payout” section for more information.

## Submit a Resignation

1. Click **View Profile** under your profile picture. Then click **Actions**. Select **Job Change > Resign**.



2. Enter a **Proposed Termination Date** (your last day of work) and **Primary Reason**.

Proposed Termination Date \*  

Primary Reason \*

3. You may also upload any supporting documentation in the **Attachments** section. You may drag and drop files in the gray box or click Select files to upload a document from your computer.

**Attachments**

Drop files here

or

Select files

Click **Submit**. The resignation will route to your Manager.

## Final Leave Payout

Be sure to enter all personal or medical leave you have used but haven't reported in Workday prior to your separation of employment from UMMC.

When you complete the Resignation/Exit Survey in Workday, you will be asked how you want your final leave balances to be processed.

The options available are:

- 1) I want all of my personal leave balances paid to me up to 240 hours. Any remaining personal and medical leave balances will be certified to PERS.
- 2) I want all of personal and medical leave balances certified to PERS.
- 3) I am transferring to another state agency in Mississippi on the 1<sup>st</sup> business day after my UMMC separation date and I want my leave balances transferred to a new state agency according to their transfer policy.
- 4) I am retiring and have completed my retirement counseling session with the Benefits Department regarding my leave balances.

If you fail to complete the exit survey, upon separation from UMMC, you will be paid up to 240 hours (30 days) of personal leave. Any additional personal leave and all medical leave will be applied as creditable service for retirement purposes if participating in PERS. If you participate in the ORP retirement plan, because service credit is not a factor in determining your retirement benefits, no credit is available for unused leave towards your retirement benefit.

- Final Personal Leave payments are treated as Supplemental Income per Federal guidelines; therefore will be taxable.
- The State Retirement deductions taken from your final Personal Leave payment will be reported to PERS/ or ORP.

If you are transferring to another Mississippi state agency and there is no break in service, which means you will begin employment on the first business day after your UMMC separation date, your remaining personal and medical leave balances may be transferred to the new state agency according to that agency's policy. Please contact the transferring state agency regarding their leave transfer policy for more details.

Your leave payout may take up to 45 days from the last regular paycheck to receive payment for all personal leave. The final personal leave check will be direct deposited in the banking account that is indicated for your direct deposits.





## Final Paycheck

If you cancel your direct deposit option during the exit survey, the final paycheck will be mailed to the mailing address indicated in Workday. Please confirm your Workday mailing address has been updated. Please contact Payroll at 601-984-1050 if you have any questions.

## Address Changes

It is important to be sure your address is up to date in Workday for purposes of tax forms and any other communication post-separation.

To update your address in Workday

1. Click View Profile under your profile picture.
2. Select the Overview tab.
3. To modify home or work contact information, select the Contact tab.
4. Click Edit, then choose which information you would like to edit.
5. Select  in any section to make edits. Select  to save changes. In the Address section, be sure the new address shows “mailing” in the usage field and only shows one home address.
6. Click Submit, then Done.

For information on how to update your contact information once you have separated from UMMC, please [click here](#) and complete the online request for our HR team to make the update for you.



## Medical Insurance Plan

Your group health insurance ends on the last calendar day of the month in which you separate employment from UMMC. Both State Health and State Life premiums are paid one month in advance for coverage. Any premium(s) paid after your coverage has ended, if applicable, will be refunded to you.

### COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), you and your eligible dependents that are covered by your health insurance at the time of separation of employment from UMMC may elect to continue medical, dental, vision and medical spending account beyond the date coverage otherwise ends. Blue Cross Blue Shield of MS will mail the group health insurance COBRA notice letter to your home address or if you are registered in MyBlue, the COBRA notice letter will be sent to your email address indicated in MyBlue. Please refer to the section in this document on Address Changes. If you do not receive the COBRA letter, please contact BCBS of MS at 800-709-7881.

COBRA health insurance premiums will be included in the COBRA notice letter. You can also find COBRA rates at <http://knowyourbenefits.dfa.ms.gov/>

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible such as a spouse's plan.

### Certificate of Group Health Plan Coverage

If you had medical coverage at the time of your separation of employment from UMMC, you can request a Certificate of Creditable Coverage for proof of coverage at UMMC by contacting Blue Cross Blue Shield of Mississippi at 800-709-7881 within 2-3 weeks after separation. You also have the option of acquiring the document via BCBS's online tool, MyBlue. Please visit. [www.bcbsms.com](http://www.bcbsms.com) for access to MyBlue.



## Dental and Vision Benefits

Dental and Vision benefits end on the date of your separation of employment from UMMC.

### COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), you and your eligible dependents that are covered at the time of separation of employment from UMMC may elect to continue medical, dental, vision, and medical spending account beyond the date coverage otherwise ends. Upon notification of your separation of employment from UMMC, American Benefit Administrators (ABA) will mail you COBRA information on dental, vision, and medical spending account to your home address. COBRA dental and vision insurance premiums will be included in the COBRA notice letter. Should you have any questions please contact ABA customer care at 1-866-742-4900 or [www.americanbenefitadministrators.com](http://www.americanbenefitadministrators.com).

## Life Insurance Plans

### State Term Life Insurance

Your State Term Life Insurance ends the last calendar day of the month in which you separate employment from UMMC. Both State Health and State Life premiums are due one month in advance of coverage. Any premium(s) paid after your coverage has ended, if applicable, will be refunded to you.

You are eligible to convert your State Term Life Coverage to an individual policy. Application for conversion must be made within 31 days from the date the coverage terminated. For information and how to access a Portability form, please visit the [Securian Website](#). If you would like to make a portability election, please complete the Minnesota Life Portability Election form and return by email to [benefitforms@umc.edu](mailto:benefitforms@umc.edu) or by faxing to 601-984-1314 for completion of the employer certification of coverage portion.

## UNUM Supplemental Term Life

Your coverage ends the date of your separation of employment from UMMC. You will receive a letter from UNUM regarding your supplemental life insurance policy offering Portability or Conversion options. You have 31 days from your termination date to elect coverage. Once you leave UMMC and your termination of coverage has been processed in the UNUM system, UNUM will send a packet to your home address with options and personalized cost. Upon separation, if you have additional questions, please contact UNUM at 800-421-0344.

## UNUM Whole Life

Your Whole Life plan is an individual product. UNUM will send a letter to your home once you separate to continue payment of premiums from your checking or savings account. You may contact UNUM directly at 800-635-5597.

## Flexible Spending Accounts (FSA)

If you have a positive balance at the time of separation, you will be eligible for COBRA continuation coverage. If you elect COBRA, you will continue to be a participant on a self-pay basis, with after tax dollars. Once COBRA payments cease, you will have 30 days to submit your final expenses for reimbursement to SABC. If you have questions regarding submitting your final expenses, please contact SABC at 601-856-9933 or visit their website at [www.sabcflex.com](http://www.sabcflex.com).

## Disability Plans

### UNUM Short Term Disability and Long Term Disability

Your UNUM Long Term Disability coverage ends the date of your separation of employment from UMMC. You will receive a letter from UNUM regarding your Long Term Disability insurance policy conversion option. You have 31 days from your termination date to elect coverage. Once you leave UMMC and your termination of coverage has been processed in the UNUM system, UNUM will send a packet to your home address with details and personalized cost. Upon separation, if you have additional questions, please contact UNUM at 800-421-0344.

Your Short Term Disability plan is an individual product. UNUM will send a letter to your home once you separate to continue payment of premiums from your checking or savings account. You may contact UNUM directly at 800-635-5597.





## Mass Mutual Long Term Disability

This disability plan is an individual policy and is portable. Your Mass Mutual policy by contacting the William Morris Group at 601-948-0030 within 31 days of your separation date.

## Aflac Insurance Plans – Critical Illness, Accident, and Hospital Indemnity Plans

Your coverage ends on the date of your separation of employment from UMMC. If you are interested in continuing your coverage after separation, please contact the Aflac Group within 31 days of your separation date at 800-433-3036.

## Burial Insurance

Your coverage ends on the date of your separation of employment from UMMC. If you are interested in continuing your coverage after separation, please contact the Catchings Insurance Agency at 601-355-7489.

## Financial Retirement plans

### Public Employee Retirement System (PERS)

A PERS refund can take up to 90 calendar days from the date of receipt of the withdrawal form.

Once you separate employment from UMMC, your membership continues as long as you do not refund your contributions. By not refunding, if you return to any agency contributing to PERS, you will not lose service credit and can continue where you left off.

You can request a refund or rollover your member contributions. To request a refund of your PERS funds, please complete a PERS Refund Form 5, Membership Refund Applications from the PERS website at [www.pers.ms.gov](http://www.pers.ms.gov). The completed form must be certified by UMMC. Please either fax the form to 601-496-8190, email the form to [persrefund@umc.edu](mailto:persrefund@umc.edu) or mail the form to University of Mississippi Medical Center Human Resources Service Center, 2500 North State Street Jackson, MS 39216. The form cannot be submitted to PERS until you after you have separated employment. To request a balance of your PERS account, please contact PERS at 601-359-3589.

If you request a refund or rollover of your PERS funds after separation from UMMC, and you later return to work at UMMC (or go to work for another Mississippi state agency), you will have to start over with your vesting period. You will only receive the funds that you contributed to PERS and not the employer's contribution. PERS will issue your refund after final wages and contributions are posted to your account.

If you have questions, contact PERS at 601-359-3589 for more information.

### Optional Retirement Plan (ORP)

You can keep your contribution in the ORP plan. If you wish to rollover, withdraw, or transfer funds, please contact the investment company through which your funds are managed directly which can be found in Workday by clicking the Benefits App and then view current benefit elections or reviewing your most recent paystub. Vendor contact information can be found on the last page of this document. The investment company will provide the required documentation for the plan administrator's signature. Please email the request for plan administrator's signature to [benefitforms@umc.edu](mailto:benefitforms@umc.edu) or fax to 601-984-1314.



## Deferred Compensation (457 Plan)

Your contributions and any earnings are 100% vested. You have the option of taking a distribution of your funds or leaving some or all of them in your MDC account until a future date. To find out options for your Deferred Compensation account after separating employment with UMMC, please visit their website at [www.mdcplan.com](http://www.mdcplan.com) or contact Mississippi Deferred Compensation at 601-364-9350 or 800-846-4551 for more information.

## 403(b) Tax Sheltered Annuities

You can continue your 403(b) contributions by contacting the vendor directly. Your 403b vendor can be found in Workday by clicking the Benefits App and then view current benefit elections or reviewing your most recent paystub. Vendor contact information can be found on the last page of this document. In addition, if you change your address, please notify the vendor of any address change so tax documents can reach you. The contact information for each vendor can be found on the last page of this document.

## Retiree Medical Insurance Plans

If you are eligible to retire based on PERS retirement eligibility requirements (regardless if you participate in PERS or ORP), you are eligible for retiree health insurance coverage if you have the plan as an active employee. Please refer to [PERS Pre-Retirement Guide](#) for more details.

An employee must apply for retiree health coverage before their retirement date to avoid a lapse in coverage. To elect Retiree State Health under the Plan, an active employee **must be enrolled in the Plan on the day before the effective date of retirement**. If you are eligible and have elected Retiree State Health, you can disregard the COBRA notice for medical insurance that you will receive by mail. You will receive a voucher from the Benefits Office via email if you elect retiree health coverage.

It is important to remember that once a retiree declines or does not apply for continuation of State Health insurance coverage in the Plan within 31 days of the date the medical coverage ends, you forfeit your right to participate in the State and School Employee's Health Insurance Plan and will not be allowed to apply at a later date.

### Medicare-related Information

Generally, everyone age 65 and older (and some disabled individuals younger than age 65) is eligible for Medicare Part A (automatic coverage) and Part B (elected enrollment). To enroll and ensure that you receive full medical protection, check with your Social Security office at least three months before you or your covered spouse reaches age 65. If you are Medicare eligible, you will need to apply for the Medicare part B and part D for prescription drug coverage. The form to apply for Medicare Part D can be found at [www.medicare.gov](http://www.medicare.gov). Also, you can contact Medicare at 800-633-4227 for more information.

## Retiree Life Insurance Plan

If you are eligible to retire based on PERS retirement eligibility requirements (regardless your participation in either PERS or ORP), you are eligible for retiree life insurance if you have the plan as an active employee. Please refer to the [PERS Pre-Retirement Guide](#) for more information.

An employee must apply for retiree life insurance coverage before to their retirement date to avoid a lapse in coverage. To elect Retiree State Life Insurance coverage under the Plan, an active employee must be enrolled in the Plan on the day before the effective date of retirement. You will receive a payment voucher via email from the UMMC Benefits office if you elect the retiree life insurance coverage.



It is important to remember that if a retiree declines or does not apply for continuation of State Life insurance coverage in the Plan within 31 days of the date the coverage ends, you forfeit your right to participate in the State Life Insurance Plan and will not be allowed to apply at a later date.

## PERS Retirement Eligible

If you are eligible to receive PERS retirement benefits, PERS recommends that you apply for retirement at least 90 days prior to your desired retirement date to help ensure a timely retirement benefit from PERS. Please schedule a retirement counseling session with a UMMC HR Benefits Analyst by sending an email to [hrrretirementcounseling@umc.edu](mailto:hrrretirementcounseling@umc.edu) 3 to 4 months prior to your anticipated retirement date to initiate the retirement process.

While we are here to help you with the process, we also recommend that you contact PERS to schedule a counseling session to initiate an audit of your account. You can find a [PERS Benefit Calculator](#) to estimate your monthly PERS payment on the PERS website.

For additional information or help navigating you through the retirement process, please review the [PERS Pre-Retirement Guide](#) and the [PERS Service Retirement Guide](#) which can be found at [www.pers.ms.gov](http://www.pers.ms.gov).

UMMC will continue to partner with PERS to keep you informed of any changes with the retirement application process.

## Insurance and Retirement Provider Contact Listing

State Health Insurance Plan – <b>Group Number 2233</b>	Department of Finance and Administration BlueCross BlueShield of Mississippi P.O. Box 23071 Jackson, MS 39225 Phone: 1-800-709-7881
State Health Plan Provider Network	AHS State Network P.O. Box 23070 Jackson, MS 39225 Phone: 1-800-294-6307 <a href="http://knowyourbenefits.dfa.state.ms.us">http://knowyourbenefits.dfa.state.ms.us</a>
Medical Management/ Utilization Review Program	ActiveHealth Managements Phone: 1-866-939-4721
Pharmacy Benefit Manager Pharmacy Mail Order Program	CVS Caremark P.O. Box 6590, Lee’s Summit, MO 64064-6590 Phone: 888-996-0050 <a href="http://www.caremark.com">www.caremark.com</a>
Dental and Vision Insurance	COBRA - ABA 866-742-4900 <a href="http://www.americanbenefitadministrators.com">www.americanbenefitadministrators.com</a>
Flexible Benefits Plan - Group # <b>226</b>	Southern Administrators & Benefits Consultants, Inc. Phone: 601-856-9933 Fax: 601-856-8088 <a href="https://www.sabcflex.com">https://www.sabcflex.com</a>
State Group Term Life Insurance – Policy # <b>33683-G</b>	Minnesota Life/Securian Insurance Phone: 1-877-348-9217
Supplemental Term Life Insurance -Policy # <b>111 686 002</b> UNUM LTD 30% or LTD 60% - Policy# <b>219254011</b>	UNUM Phone: 1-800-421-0344 Phone: 1-800-633-7479 <a href="http://www.unum.com">www.unum.com</a>
Supplemental Individual Disability Insurance – Mass Mutual <b>(individual policy numbers)</b>	The William Morris Group Phone: 601-948-0030
Accident - Policy # <b>13203</b> Critical Illness Hospital Indemnity	Aflac Phone: 1-800-433-3036 <a href="http://www.aflacgroupinsurance.com">www.aflacgroupinsurance.com</a>



Short Term Disability Insurance -Group # <b>E0444315</b> Whole Life Insurance - Group # <b>9579453</b> <b>(individual policy numbers)</b>	UNUM Phone: 1-800-635-5597 www.unum.com
Burial Insurance	Transamerica Life Insurance Co The Catchings Insurance Agency Phone: 601-355-7489
Public Employees' Retirement System (PERS)	429 Mississippi St. Jackson, MS 39201-1005 Phone: (601)-359-3589 www.pers.state.ms.us
457 Deferred Comp (Great West Financial) Plan # <b>98949-01</b> Payroll Location Name = <b>UMMC Payroll</b> Location # = <b>1329</b>	111 E. Capitol Street, Suite260 Jackson, MS 39201 Jackson Office Number: 601-355-0093 Great West Service Center: 1-800-846-4551 Fax: 601-355-0089 Agent: LaTaura Wilson 769-610-5753 <a href="https://mdcplan.gwrs.com/login.do">https://mdcplan.gwrs.com/login.do</a>
Fidelity Investments (403b vendor) Plan # <b>55510</b>	P.O. Box 770002 Cincinnati, OH 45277 General Counseling: 1-800-343-8060 Agent: Jonathan Davis 601-714-1692 www.fidelity.com
Lincoln Financial Group (403b vendor) Plan # <b>CR03378</b>	201 Office Park Drive Suite 300 Birmingham, AL 35223 Phone: 205-278-8219 Agent: Megan Spain www.ironlegacyadvisors.com
TIAA (ORP & 403b vendor) Plan # <b>151612</b> (Tax Sheltered Annuity) Plan # <b>151605</b> (ORP) Location # <b>P307</b>	5 Concourse Parkway, Suite 2700 Atlanta, GA 30328 General Counseling: 1-800-842.2776 Richella Vincent Lee 770-512-3570 www.tiaa.org



<p>AIG (Valic) (ORP &amp; 403b vendor)</p> <p>Plan # <b>2102</b> (Tax Sheltered Annuity)</p> <p>Plan # <b>25001</b> (ORP)</p>	<p>113 West Jackson Street, Ste. 2A Ridgeland, MS 39157 Phone: 601-605-3590 Fax: 601-856-9876 Agents: Chris Logan 601-402-0805 Chris Isom 601-490-0101 Bobby Browning 601-402-8556 <a href="http://www.AIG.com/RetirementServices">www.AIG.com/RetirementServices</a></p>
<p>Voya Financial (ING) (ORP &amp; 403b vendor)</p> <p>Plan # <b>VG1205</b> (Tax Sheltered Annuity)</p> <p>Plan # <b>666314</b> (ORP)</p> <p>Verification Code (ORP) <b>116072</b></p> <p>Location Code (ORP) <b>1108</b></p>	<p>2424 Edenborn Ave, Suite 680 Metairie, LA 70001 Phone: 601-918-7168 Fax: 769-251-0221 Agent: Larry Wilson <a href="https://www.enroll.voya.com">https://www.enroll.voya.com</a></p>