Benefits Off-Boarding Summary

Reference this summary for contacts, coverage end dates, COBRA, continuation, and portability information.
Disclaimer: This document does not contain all the terms and conditions of the various programs. The appropriate plan document, rules and regulations apply.

Insurance Benefits		
Type	**Contact**	**Coverage end date**
Health	State Health Plan http://www.shpnc.org iTedium (Direct Bill & COBRA Administrator): 877-679-6272 Monday - Friday 8 a.m. to 5 p.m. Aetna (Third-Party Administrator) Health Concierge (Customer Service) 833-690-1037 TTY: 711 (#833-690-1037) M-F 8AM to 6PM Fax inquiries: 859-455-8650	If separating before the 16th - Last day of the month of separation. If separating the 16th or later - Last day of following month after separation. *COBRA -Contact iTedium at 877-679-6272
Accident	Voya: 1-877-464-5111 9 a.m.-6 p.m. (EST) Monday-Friday, ncflex@lifehelp.com	Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). Continuation Options - Contact vendor
Cancer and Specified Disease	Allstate: 1-866-232-1517 8 a.m. – 8 p.m. (EST), Monday – Friday www.AllstateBenefits.com	Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). Continuation Options - Contact vendor
Critical Illness	Voya: 1-877-464-5111 Fax claims: 1-612-467-8721 9 a.m. – 6 p.m. (EST), Monday – Friday	Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). Continuation Options - Contact vendor
Dental	MetLife: 1-855-676-9441 8 a.m. - 11 p.m. (EST) Monday – Friday mybenefits.metlife.com Empyrean COBRA Administration/ University of North Carolina Benefits Service Center: 833-862-1490	Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). *COBRA - Contact University of North Carolina Benefits Service Center: 833-862-1490

Insurance Benefits			
Type	**Contact**		**Coverage end date**
Flexible Spending Accounts (Health Care and Dependent Day Care)	P & A Group: 1-866-916-3475 8 a.m. – 10 p.m. (EST), Monday – Friday ncflex.padmin.com		Flexible Spending Accounts are eligible for use until the end of the month following date of termination or cancellation. Participants may submit claims for the entire month or use their card. A full deduction may be taken for the month of termination. *COBRA - Contact P&A Group 866-916-3475
Vision	EyeMed Vision Care: 1-866-248-1939 M-Sat 7:30am - 11pm (ET) Sunday 11am - 8pm (ET) www.eyemedvisioncare.com/NCFlex Empyrean COBRA Administration/ University of North Carolina Benefits Service Center: 833-862-1490		Last day of the month of separation (if full premium is collected), or last day of the prior month of separation (if full premium is not collected). *COBRA - Contact University of North Carolina Benefits Service Center: 833-862-1490
UNC System Life Insurance	Securian Voluntary Accidental Death and Dismemberment (AD&D)		Last day of the month of separation (if full premium is collected). Elections must be made within 31 days of coverage terminating. Reference portability/conversion options on the Income and Protection Benefits webpage.
UNC Legal Plans	MetLife Client Service Center 1-800-821-6400		Click here to learn more about your **portability options**.
Supplemental Disability	Lincoln Financial (TSERS participants) 1-800-291-0112	The Standard (ORP participants) 1-800-331-3397	Date of separation

*** COBRA, continuation, and portability information: Consolidated** Omnibus Budget Reconciliation Act of 1985 allows certain employees and their dependents, which would otherwise lose group coverage, to temporarily continue coverage with the same plan. Letters are mailed to eligible employees and dependents with enrollment COBRA options for health, dental, vision and flexible spending accounts.

Retirement Benefits	
Type and Contact	**Information**
Teachers and State **Employees Retirement System (TSERS)** State Retirement System: 1-877-627-3287 www.myncretirement.com	Contributions stop after eligible earnings and leave payout. **Options:** • Leave funds on file • Request a refund (reference https://www.myncretirement.com/refunds) • Apply for retirement (subject to eligibility)
Optional Retirement Program (ORP) TIAA: Peter Kohn, Agent 704-988-1580/Peter.kohn@tiaa.org www.tiaa-cref.org/unc	Contributions stop after eligible earnings and leave payout. **Required form:** https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/ Under forms select ORP-3, complete and return to: UNC Charlotte Benefits Office at: UNC Charlotte | Human Resources-Benefits Office, 207 King Building, 9201 University City Blvd. | Charlotte, NC 28223. **Options:** • Leave funds on file • Withdrawn employee contributions (includes employer contributions, if vested, or if enrolled in a timely manner in a like retirement plan) • Apply for retirement (subject to eligibility)
Supplemental Retirement 403b, 401k, 457 **UNC System 403b & 457** TIAA: Peter Kohn, Agent 704-988-1580/Peter.kohn@tiaa.org www.tiaa-cref.org/unc **NC Total Retirement** **401k & 457 – Prudential Retirement** www.myNCPlans.com ,Customer Care Center (1-866-627-5267) representatives 8am – 10pm weekdays and from 8:30am-5:30pm on Saturdays, excluding holidays Sean Martin NC Plans Retirement Plan Counselor 704-219-9431 **Sean.martin@empower.com** **Calendar link** to schedule a virtual/phone consultation	Contributions stop after leave payout. Contact provider for options.

Leave Benefits	
Type	**Information**
Vacation Leave:	Annual Leave (vacation) - Shall be paid in a lump sum (within three pay periods following the last regular paycheck), not to exceed 240 hours (pro-rated for part-time employees) if applicable. May be exhausted if the employee elects to do so and is retiring (service or early). Personal Leave is forfeited and has no cash value. Reference Vacation Leave for specifics regarding transfers.
Bonus Leave:	Eligible bonus leave (BONREG) in the time keeping and leave system will be paid in a lump sum (within three pay periods following the last regular paycheck), if the employee leaves state government, or the appointment type changes to a non-leave earning status (i.e. exempt, part-time, etc.)**.** The special bonus leave (BONSPL), and Special Annual Leave Bonus (BONSAL) in the timekeeping and leave system do not have cash value and are therefore not paid out at separation.
Sick Leave:	Will not be paid out upon separation - balance held and can be reclaimed if returning to active service with any UNC constituent institution or State agency within five years.
Community Service	Will not be paid out upon separation.
Information for individuals transferring employment: Contact the benefits office for details 704-687-8134	

Other Benefits/Deductions		
Type	**Contact**	**Information**
State Employee Credit Union (SECU)	State Employee Credit Union: (University/Hwy 49 Branch) 1-704-549-5822	Deductions stop the last pay period after separation. Contact the credit union to make any needed arrangements for loan/other expense payments.
State Employees Association of North Carolina (SEANC)	State Employees Association of North Carolina (SEANC) 1-800-222-2758	Contact SEANC for continuation/ cancellation of any deductions.

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