

## 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.

<b>Insurance Benefits</b>		
<b>Type</b>	<b>Contact</b>	<b>Coverage end date</b>
<b>Health</b>	State Health Plan <a href="http://www.shpnc.org">http://www.shpnc.org</a>  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 16 <sup>th</sup> - Last day of the month of separation.  If separating the 16 <sup>th</sup> or later - Last day of following month after separation.  *COBRA -Contact iTedium at 877-679-6272
<b>Accident</b>	Voya: 1-877-464-5111 9 a.m.-6 p.m. (EST) Monday-Friday, <a href="mailto:ncflex@lifehelp.com">ncflex@lifehelp.com</a>	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
<b>Cancer and Specified Disease</b>	Allstate: 1-866-232-1517 8 a.m. – 8 p.m. (EST), Monday – Friday <a href="http://www.AllstateBenefits.com">www.AllstateBenefits.com</a>	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
<b>Critical Illness</b>	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
<b>Dental</b>	MetLife: 1-855-676-9441 8 a.m. - 11 p.m. (EST) Monday – Friday <a href="http://mybenefits.metlife.com">mybenefits.metlife.com</a>  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
<b>Flexible Spending Accounts (Health Care and Dependent Day Care)</b>	P & A Group: 1-866-916-3475 8 a.m. – 10 p.m. (EST), Monday – Friday <a href="http://ncflex.padmin.com">ncflex.padmin.com</a>		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
<b>Vision</b>	EyeMed Vision Care: 1-866-248-1939 M-Sat 7:30am - 11pm (ET) Sunday 11am - 8pm (ET) <a href="http://www.eyemedvisioncare.com/NCFlex">www.eyemedvisioncare.com/NCFlex</a>  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
<b>UNC System Life Insurance</b>	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 <a href="#">Income and Protection Benefits</a> webpage.
<b>Supplemental Disability</b>	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.

<b>Retirement Benefits</b>	
<b>Type and Contact</b>	<b>Information</b>
<p><b>Teachers and State Employees Retirement System (TSERS)</b></p> <p>State Retirement System: 1-877-627-3287 <a href="http://www.myncretirement.com">www.myncretirement.com</a></p>	<p>Contributions stop after eligible earnings and leave payout.</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Request a refund (reference <a href="https://www.myncretirement.com/refunds">https://www.myncretirement.com/refunds</a>)</li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Optional Retirement Program (ORP)</b></p> <p>TIAA: Peter Kohn, Agent 704-988-1580/<a href="mailto:Peter.kohn@tiaa.org">Peter.kohn@tiaa.org</a> <a href="http://www.tiaa-cref.org/unc">www.tiaa-cref.org/unc</a></p>	<p>Contributions stop after eligible earnings and leave payout.</p> <p><b>Required form:</b> <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/</a></p> <p>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.</p> <p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Leave funds on file</li> <li>• Withdrawn employee contributions (includes employer contributions, if vested, or if enrolled in a timely manner in a like retirement plan)</li> <li>• Apply for retirement (subject to eligibility)</li> </ul>
<p><b>Supplemental Retirement 403b, 401k, 457 UNC System 403b &amp; 457</b></p> <p>TIAA: Peter Kohn, Agent 704-988-1580/<a href="mailto:Peter.kohn@tiaa.org">Peter.kohn@tiaa.org</a> <a href="http://www.tiaa-cref.org/unc">www.tiaa-cref.org/unc</a></p> <p><b>NC Total Retirement 401k &amp; 457 – Prudential Retirement</b> <a href="http://www.myNCPlans.com">www.myNCPlans.com</a> ,Customer Care Center (1-866-627-5267) representatives 8am – 10pm weekdays and from 8:30am-5:30pm on Saturdays, excluding holidays Kristin Bryan, NC Plans Retirement Plan Counselor (704) 219-7290/ <a href="mailto:Kristin.Bryan@empower.com">Kristin.Bryan@empower.com</a> <a href="#">Calendar Link</a> virtual/phone consultation</p>	<p>Contributions stop after leave payout.</p> <p>Contact provider for options.</p>

<b>Leave Benefits</b>	
<b>Type</b>	<b>Information</b>
<b>Vacation Leave:</b>	<p>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).</p> <p>Personal Leave is forfeited and has no cash value.</p> <p>Reference <a href="#">Vacation Leave</a> for specifics regarding transfers.</p>
<b>Bonus Leave:</b>	<p>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.</p>
<b>Sick Leave:</b>	<p>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.</p>
<b>Community Service</b>	<p>Will not be paid out upon separation.</p>
<p><b>Information for individuals transferring employment:</b> Contact the benefits office for details 704-687-8134</p>	

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

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