



Offboarding - Frequently Asked Questions

Final Pay

When and how will I receive my final regular paycheck?

Your final regular paycheck will be direct deposited into your account(s) on record. The deposit will occur on the regularly scheduled pay date for the pay period that includes your termination date.

What payments will be included in my final regular paycheck?

Your final regular paycheck will include payment for hours worked/salary up through your termination date as well as payment for any accrued and unused paid time off (PTO) hours. Extended Illness Benefit (EIB) hours are not payable upon termination.

What deductions will be withheld from my final regular paycheck?

Voluntary contributions to 403(b)/401(k), United Way, Foundation, colleague assistance programs, etc. will be deducted.

Cafeteria, gift shop and/or other charges using your badge and/or by other payroll deduction authorizations made on or prior to your termination date will be withheld from your final regular paycheck.

Legally required deductions such as child support and wage garnishments will be deducted from your final regular paycheck.

All applicable income tax withholdings.

Insurance benefit premiums **will** be deducted from your final regular paycheck to pay for coverage until the end of the month in which employment is terminated. If your termination date is early in the month, you may see additional premiums that are due for the remainder of the month.

Where/how can I obtain my pay advice statement for my final regular paycheck?

You can access your pay advice statement for your final regular paycheck via the ADP portal. To access the portal, you will need:

1. Access the website <https://my.adp.com>
2. Organizational Registration Code: HSHS1-myadp.

Click [here](#) for information on registering on the ADP portal.

HSHS Insurance Benefits

How long will my insurance benefits remain active following my employment termination?

Your benefit end date is the last day of the month in which employment is terminated.

Medical Insurance

You and your covered dependents can continue your medical insurance coverage up to 18 months if you are covered for the previous three months before you separate, and you are under the age of 65. If you are over the age of 65, your dependents who remain under the age of 65 can be offered their own policy under the HSHS Continuation plan. You will be responsible for the full premium amount.

It is strongly encouraged that colleagues/dependents who are age 65 or older enroll in Medicare or other available coverage as soon as possible. To enroll in Medicare Part A and/or Medicare Part B go to www.Medicare.gov or call 1-800-MEDICARE (1-800-633-4227).

Dental Insurance

You and your covered dependents can continue your dental insurance coverage up to 18 months if you are covered for the previous three months before you separate. You will be responsible for the full premium amount.

Vision Insurance

You and your covered dependents may be eligible to continue your vision insurance by enrolling in VSP's Direct vision plan. Visit www.staywithvsp.com or call VSP at 855-782-9877 to review your options, costs and complete the enrollment process.

Life Insurance

You may be eligible for conversion or portability of your/your dependent's life insurance coverage. To review your options, costs, and obtain your application(s) please visit www.lifebenefits.com/continue. Policy Number: 33825 Access Key: hospital. Please note that enrollment is required within 31 days of your loss of coverage under the HSHS plan. Securian can be reached at 866-293-6047.

What happens to the funds in my flexible spending account(s)?

Your flexible spending accounts will terminate on the same date as your insurance benefits and the funds will not be available for expenses incurred after the termination date. However, you can submit claims for reimbursement for services that were incurred on or prior to your benefit termination date as noted below.

Health Care Flexible Spending Account

- Claims for services incurred on or before your benefit termination date are eligible for reimbursement.
- The benefit termination date is the last day of the month in which employment is terminated.
- Qualifying health care claims must be filed with Tri-Star Systems by May 1 of the year following the plan year in which you contributed to the spending account.
- Your Benny Card will be canceled on the benefit termination date. You will need to submit claims directly to Tri-Star for reimbursement.

Dependent Care Flexible Spending Account

- Claims for services incurred on or before your benefit termination date are eligible for reimbursement.
- Claims may be submitted for dependent care expenses up to the amount in your account as of the day your benefits terminated with HSHS.
- The benefit termination date is the last day of the month in which employment is terminated.

HSHS Retirement Benefits

What will happen to the funds in my 403(b) account with Fidelity?

You may elect to take a distribution of your funds and/or rollover your account balance into an Individual Retirement Account (IRA) or another qualified employer plan that accepts rollovers following termination of employment with HSHS. You may also choose to leave your 403(b) funds with Fidelity. You can expect to receive a mailing from Fidelity regarding your options.

Contact Fidelity at 1-800-343-0860 with any questions or for assistance.

What will happen to the funds in my 401k account with Newport? (PCC Colleagues Only)

You may elect to take a distribution of your funds and/or rollover your account balance into an Individual Retirement Account (IRA) or another qualified employer plan that accepts rollovers following termination of employment with HSHS. You may also choose to leave your 401k funds with Newport Group. You can expect to receive a mailing from Prairie outlining your options along with a 401k Distribution Form. Contact Elaine Chestnut or Andy Watson at 217-788-0706, ext. 67902 with any questions you may have.

What will happen to the funds in my 457(b) account (if applicable)?

You will receive paperwork from Fidelity about their distribution options within 2-3 weeks of your termination date. You can elect to receive your 457(b) account balance or delay payment until a later date. The account can be paid as a lump sum or in alternative forms available from Fidelity such as installments. You can also elect to rollover your funds into another employer's 457(b) plan (if available) to avoid tax penalties.

You have until March 1 of the following year after termination to make an election. Failure to provide HSHS with a timely election will result in your account balance being distributed to you in a lump-sum payment on April 1 of the year following your termination of employment.

What will happen to my HSHS pension benefits?

Colleagues hired/rehired prior to July 1, 2014 enrolled in the HSHS Traditional Pension Plan

If you are vested with at least five years of vesting service, you may be eligible for a monthly retirement benefit, which you can start receiving at age 65, or before then, starting as early as age 55 at a reduced benefit. You may also have the option to receive a single total payment for the value of your pension if its value is equal to or less than \$50,000. This allows you to receive the entire amount from your pension either as a rollover to another qualified plan or as cash less federal tax withholding.

Colleagues hired/rehired on or after July 1, 2014 enrolled in the HSHS Pension Plan with a Cash Balance Benefit

If you are vested with three years of vesting service, you may receive your benefit when you terminate employment with HSHS. Your Cash Balance Benefit can be paid as:

- A lump sum distribution of your account balance, or
- An equivalent monthly benefit based on your account balance.

Eligible colleagues will receive information regarding their pension status generally within 45 days of their termination date.