



## Important Information for Separating Employees

<b>Payroll</b>	<ul style="list-style-type: none"><li>▪ Once your department submits an update of your employment status via MSS and the Payroll Office receives the completed Clearance form, the Payroll Specialist will conduct a leave audit. If there is a vacation balance and payout is approved by your department, you will receive your vacation payout within the next 30 days. Vacation payout is subject to all applicable taxes including Federal at 22% (IRS Code). Sick leave is not paid out.</li><li>▪ Please be sure to login the Time &amp; Labor panel to verify that the information on your timecard is accurate.</li><li>▪ Your last paycheck will be administered on the regular pay schedule and will follow the normal format as you have designated in <a href="#">OneUSG Connect</a></li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>▪ Benefits coverage ends on the last day of the month in which your employment ends. Premium payments are applicable.</li><li>▪ If you would like to continue medical, dental, vision, and healthcare flexible accounts, you can do so under COBRA. You will receive a packet at your home address designated in <a href="#">OneUSG Connect</a>.<ul style="list-style-type: none"><li>– The effective date is the 1<sup>st</sup> of the month following the last day of coverage through Georgia State University.</li></ul></li><li>▪ <i>Health Savings Accounts:</i> Since you are the owner of the Health Savings Account (HSA), you may continue to utilize the funds until they are depleted <i>oFlexible Spending Accounts:</i> Your Medical, Dependent Care and Transportation Flexible Spending Account (FSA) contributions will end with the deduction on your last regular payroll check. There is a 90 day grace period to submit claims for services incurred before your employment end date. No card transactions after termination date.</li><li>▪ <i>Life Insurance:</i> You have the option to convert or port Metlife insurance. Conversion applications must be submitted within 30 days of employment end.</li><li>▪ <i>Retirement Plans:</i> You have the option to leave, rollover, or withdraw your retirement contributions.<ul style="list-style-type: none"><li>– TRS members:<ul style="list-style-type: none"><li>o Register and login the TRS website to complete the withdrawal/rollover at: <a href="http://www.trsga.com">www.trsga.com</a>.</li></ul></li><li>– ORP members:<ul style="list-style-type: none"><li>o Contact your retirement vendors directly (<a href="#">Fidelity</a>, <a href="#">TIAA</a>, or <a href="#">AIG</a>) to request withdrawal/rollover forms.</li></ul></li></ul></li></ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>▪ Please update your phone number and address information in <a href="#">OneUSG Connect</a>. A separation notice, COBRA packet, and your W-2 (in January) will be mailed to the address as listed in the system.</li><li>▪ You will not have access to the portal following your separation from the University.</li></ul>

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OneUSG Connect 1-844-587-4326  
Representatives are available Monday through Friday, 8 a.m. – 5 p.m. EST.