



## 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 taxed 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 maintain the account.</li> <li>▪ <i>Flexible 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 Securian Life 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>○ 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>○ Contact your retirement vendors directly (<a href="#">Fidelity</a>, <a href="#">TIAA</a>, or <a href="#">VALIC</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>▪ Your yearly tax forms (W-2) will be available in the portal. You will have access to the portal for 3 years following your separation from the University.</li> </ul>

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OneUSG Connect 1-844-584-4326  
Representatives are available Monday through Friday, 8 a.m. – 5 p.m. EST.