

# Departing West Virginia University

## Important Benefits and Payroll Information

**Upon separating employment from West Virginia University you should discuss the following information with your supervisor or Strategic Business Advisor (SBA) prior to your separation date.** This helps to ensure your separation information is accurate and processed by WVU Shared Services and Payroll in a timely manner.

*Any variations or exceptions to the information presented in this document should be fully disclosed by Talent and Culture to a departing employee in writing.*

WVU Shared Services and Payroll representatives are available to assist you with any questions you may have regarding your separation. We are available in person, by phone or email at the following:

### WVU Shared Services

One Waterfront Place, 3rd Floor

(304) 293-6006

SharedServices@mail.wvu.edu

Listing of benefit vendor contacts

### WVU Payroll

One Waterfront Place, 4th Floor

(304) 293-3379x1

Payroll@mail.wvu.edu

### Change of address

- Login to WVU Portal and click on MyHR, then click on Personal Information. From here you can update your phone numbers and home address. Don't forget to SAVE your changes!
- You may also complete the Change of Address/Email Form that is sent directly to WVU Shared Services for updating, or reach out directly to at (304) 293-6006 or SharedServices@mail.wvu.edu.

## 1 Leave Information

Upon separation from WVU, you have the option on how you would like to receive payment for your unused annual leave.

**Option 1: Receive a lump sum payment of remaining annual leave. There is no retirement match into your 401(a) account.**

**Option 2: Use your remaining annual leave balance to continue to be paid through exhaustion of your balance. This option does allow for a retirement match into your 401(a) account.**

*If you choose to exhaust your annual leave balance and remain on payroll, you will no longer be eligible to receive additional leave accruals, holiday pay or any other type of paid leave (e.g. inclement weather closure).*

Your remaining sick leave hours as of your WVU separation date will be banked. As it stands today, if you are rehired at WVU or another West Virginia University state agency within one (1) year of your separation date, you are eligible to have all of your remaining sick leave balance reinstated at WVU or transferred to the other state agency. If you are hired outside of one (1) year, you are eligible to reinstate or transfer up to 225 hours (30 days) of sick leave.

## 2 Benefit Information / COBRA / Longevity Pay

It is important to understand that health insurance, life insurance, flexible benefits (dental, vision, etc.), and all other optional benefits will end on the last day of the month in which you physically worked, regardless if you continue to be paid into subsequent months.

Should you have any of the benefits above, your benefit premiums owed to the vendors must be paid in full through the end of your benefit coverage month. If your benefit premiums are not paid in full or WVU is unable to collect premiums owed through your last day on payroll your coverage may be terminated sooner. Please contact Shared Services should have any questions.

Health insurance, dental and vision insurance are the only vendors that will mail COBRA notices regarding the continuation of your coverages and your rights under their plans. If you were enrolled in life insurance, disability insurance or any other optional benefits, COBRA is not applicable.

Employees exiting the University may be eligible to receive a pro-rated or full Longevity payment for their years of service up through and including their last physical day of employment. Contact Shared Services for further information.

## 3 Retirement Accounts

Your 401(a) retirement account funds and any supplemental accounts you may have are fully vested. Once your last contribution is made to your vendor by WVU, you have a few options for handling your account(s).

Option 1: Leave the account(s) alone. The funds in your 401(a) would continue to reflect market conditions based on your fund investments.

Option 2: Transfer funds to another retirement vendor\*

Option 3: Request withdrawal of funds\*

*\*You will need to reach out to TIAA to initiate transfer or withdraw. Please keep in mind that withdrawals may be subject to penalty.*

TIAA may be reached at 1-800-842-2776 or [www.tiaa.org](http://www.tiaa.org).

## 4 No Hardship Repayment

If you were hired at WVU prior to July 1, 2002 and have not had a break in service, a No Hardship Repayment may be applicable to you when you depart from WVU. Please contact WVU Payroll at 304-293-3379x1 for repayment questions.