

# UPSTATE

## MEDICAL UNIVERSITY

### *What you need do when separating (non-retirees) from New York State Payroll at Upstate*

#### **Change of Address**

- If you are moving and know your new address at this time, please take a minute to review page 2 of the following form and make note of who you will need to update:

[https://www.upstate.edu/hr/document/intra/change\\_address.pdf](https://www.upstate.edu/hr/document/intra/change_address.pdf)

#### **Health Insurance Benefits**

- If you are currently enrolled in NYSHIP health insurance (i.e. Empire, MVP, or HMO-Blue), you will have a "run off" period with an end of coverage date. Please contact the HR Benefits Department for details about your "run off" period by calling 315-464-4941.

- Upon separation from Upstate, you will receive a COBRA packet from the NYS Department of Civil Service. The following link provides you with the current COBRA rates should you wish to enroll in COBRA when your "run off" period ends:

[https://www.upstate.edu/hr/document/cobra\\_rates.pdf](https://www.upstate.edu/hr/document/cobra_rates.pdf). Please call the NYS Department of Civil Service at 1-800-833-4344 if you have any questions.

- Please notify the Department of Civil Service of any address change by calling 1-800-833-4344 or by writing at the following address:

*New York State Department of Civil Service Employee Benefits Division  
P.O. Box 1068  
Schenectady, NY 12301-1068*

#### **Dental and Vision Benefits**

- UUP Represented Employees - Contact the UUP Benefit Trust Fund at 1-800-887-3863 or <https://uupinfo.org/benefits/btf.php> to find out about the "run off" of any dental and vision benefits, as well as the current COBRA rates.

- CSEA Represented Employees – Contact the CSEA Benefit Trust Fund at 1-800-323-2732 or <https://www.cseaebf.com/> to find out about the "run off" of any dental and vision benefits, as well as the current COBRA rates and information.

- PEF and MC Employees – You will have a "run off" period with an end of coverage date that aligns with your health insurance end of coverage date. Upon separation from Upstate, you will receive a COBRA packet from the NYS Department of Civil Service. The following link provides you with the current COBRA rates should you wish to enroll in COBRA when your "run off" period ends: [https://www.upstate.edu/hr/document/cobra\\_rates.pdf](https://www.upstate.edu/hr/document/cobra_rates.pdf).

#### **Time Accrual Pay Out**

- Accrual pay out (vacation accruals and "lag" & Comp OT when applicable) and final SUNY Upstate payroll check will be issued after your supervisor submits your final time record into

Payroll. Any delay in submission will delay receipt of final check. Any questions related to your final check and time accrual payouts can be directed to the State Payroll Department by calling 315-464-4840.

### **NYS Employees' Retirement System (ERS)**

- If you are enrolled in the NYS Employees' Retirement System (ERS), you may contact them directly at 1-866- 805-0990 or visit their website at [https://osc.state.ny.us/retire/retirement\\_online/customers.php](https://osc.state.ny.us/retire/retirement_online/customers.php) to update your address, or change your beneficiary.
- To find out about your benefits, vesting, withdrawal of membership, etc. please visit their website at <https://www.osc.state.ny.us/retirement/members>.

### **SUNY Optional Retirement Plan (ORP)**

- If you are enrolled in the SUNY Optional Retirement Plan (ORP), you may contact the specific investment provider (i.e. TIAA, VOYA, Fidelity, AIG, who you have your contributions with, to find out about your funds, vesting, withdrawal of funds, etc.:

*TIAA 1-800-842-2252 or <https://www.tiaa.org/public/tcm/suny>*

*Voya 1-800-584-6001 or <https://suny.beready2retire.com/>*

*Fidelity 1-844-343-0860 or <https://www.fidelity.com/>*

*AIG 1-800-448-2542 or <https://suny.aigrs.com/home>*

### **Supplemental Retirement Plan**

- If you are enrolled in an additional 403b supplemental retirement savings plan, you may also contact your approved investment provider directly by referencing the above contact information.
- If you are enrolled in an additional 457b supplemental retirement savings plan with NYS Deferred Comp, please contact them directly at 1-800-422-8463, or visit their website at [www.nysdcp.com](http://www.nysdcp.com).

### **Parking Services**

- We recommend that you discontinue any parking services effective your separation/termination date. To do so, please visit the Department of Parking Services in room 1801, located at Upstate University Hospital – downtown campus, or by calling 315-464-4801. The following link provides the office hours of operation: <https://www.upstate.edu/parking/>.

### **Separation Documentation**

- Prior to separation from Upstate, please complete the on-line the Employee Separation information on Self-Serve (under Applications...Employee Separation) for supervisory approval:
- Additionally, on your last day of work, please return all Upstate property (i.e. ID badge, keys, etc.) to your manager.

### **Notification Periods**

- UUP employees are required to provide a 30-day notification per contract, to receive full vacation accrual payouts (max. 30 days).
- All other employees are encouraged to notify their supervisor as soon as possible of their separation date, however a minimum of two weeks notification is generally required.