

Final Paycheck and Benefits Continuation

- Your **final pay** will include hours worked, unused vacation balance, and other monies due you. If your final pay appears to be incorrect, contact your Office Manager immediately.
- If on the day prior to your last day of employment, you were enrolled in the company group **Medical, Dental and Vision insurance plans**, coverage will be effective until the last day of the month in which your employment ended.
- Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), you and your eligible dependents may be eligible to continue your current coverage of **Medical, Dental, and Vision Insurance**. You will receive, by mail at your last known address, an explanation of your COBRA rights and an enrollment form for continuation of coverage based upon the coverage you had on the day prior to your last day of employment.
- You may be eligible to convert or port your **Unum Group Life Insurance and Supplemental Life/ADD** to an individual policy. Contact HTA Benefits for an application. Return completed application, with the initial premium to Unum within 31 days after loss of coverage.
- **Unum Long-term Disability and Short-term Disability** coverage will end on your last day of employment. There is no portability option for STD. You may be eligible to continue your LTD coverage by completing a Portability application. Return completed application, with the initial premium to Unum within 31 days after loss of coverage. Contact HTA Benefits for an application.
- **Unum Accident, Hospital Confinement, and Critical Illness** coverage will end on your last day of employment. There is no portability option for Hospital Confinement. Once the Unum is notified of your termination of employment, Unum will send you a letter to your last known home address with an application to continue your coverage in the policy you were enrolled, excluding the Hospital Confinement.
- **Colonial Life or Aflac**, a final payment will be deducted from your last paycheck. Once Colonial Life or Aflac is notified of your termination of employment, Colonial Life or Aflac will send you a letter to your last known home address with an application to continue your coverage in the policies you were enrolled.
- **401K plan**, a final contribution will also be deducted from your last paycheck. You will be mailed information about your rights and options regarding your 401k account from Ingham Retirement Group.
- Nationwide **Pet Insurance**, a final payment will be deducted from your last paycheck. Once Nationwide is notified of your termination of employment, Nationwide will send you an email or letter to your last known home address with an application to continue your coverage in the policies you were enrolled.
- Please provide your **current mailing address** to your office manager so that we may forward all of the information mentioned above to the correct address.
- **W-2's** will be mailed to the last known address. Please make us aware of any changes to your address by November of the last year that you were employed.

Important Phone Numbers and Websites

SHDR Benefits Consultants (Call for COBRA – Medical, Dental and Vision) M-F 8am-8pm Eastern Time Email: cobraadmin@shdr.com	888-888-3442
HTA Benefits Center	888-416-1095
HTA Corporate Payroll Department	305-292-8900
HTA Corporate HR Department	904-547-3081
HTA CAST Help Hotline	877-564-3390
401(k) – Ingham Retirement Group HTA CAST Retirement Plan	www.ingham.com 1-888-458-5557
Unum Life Insurance, STD, and LTD Accident, Hospital, and Critical Illness	www.unum.com 1-800-275-8686 1-800-635-5597
Aflac	www.aflac.com 1-800-992-3522
Colonial Life	www.coloniallife.com 1-800-325-4368
Nationwide Pet Insurance	www.petinsurance.com 1-855-672-7093