

University of Kansas Benefits Summary

The following summary is provided to assist individuals in making decisions related to their benefits when terminating employment at the University, which includes layoff, end of limited term appointment and notice of non-reappointment. Please contact the Benefits Office with any questions as to how your benefits will be affected by visiting Room 150 Carruth-O'Leary Hall, calling 785-864-4946 or emailing benefits@ku.edu for assistance. Office hours are 7:30 a.m. – 5:00 p.m., Monday through Friday.

Unemployment Benefits

If your employment ended due to layoff or notice of non-reappointment and continuing work was not available, you may be eligible for weekly unemployment benefits up to 26 weeks following a one-week waiting period. To qualify for these benefits it is necessary to be available and able to work. If continuing work in an alternative job was offered and declined, this may affect eligibility for unemployment benefits. **To avoid any delay of benefit payments, it is important to file a claim as soon as possible following the last day at work.** If you are eligible to retire, and you elect to retire from the University, we have been told this will affect eligibility for unemployment benefits.

Use the on-line claims filing system to submit an application for unemployment insurance available at <https://www.uibenefits.dol.ks.gov/> or contact one of the regional call centers listed below.

UI Call Center

PO Box 2098

Kansas City, KS 66110-0098

913-596-3500

Fax: 913-287-1182

UI Call Center

PO Box 3539

Topeka, KS 66601-3539

785-575-1460

Fax: 785-296-3249

UI Call Center

PO Box 877

Wichita, KS 67201-0877

316-383-9947

Fax: 316-266-8674

If one of the phone numbers listed above is not a local telephone call, use **1-800-292-6333** to reach a regional call center. Other questions can be directed to the Help Desk (toll free) at 1-877-665-4457.

Accumulated Leave

On the final paycheck, payment will be made for the maximum allowed accumulated vacation leave and any compensatory time credit in addition to the biweekly pay. For additional information regarding vacation leave payout, please visit http://www.hreo.ku.edu/policies_procedures/leaves_holidays/vacation_chart. Employees are not eligible to be paid for any holidays (including the discretionary day) occurring after the effective date of separation. Employees who are eligible for retirement will receive payment for part of their accumulated sick leave, based on years of service and number of hours accrued, whether they elect to retire or not (see http://www.hreo.ku.edu/policies_procedures/leaves_holidays/sick_chart for additional information). It is necessary to contact the Payroll Office at 864-4385 as soon as possible to change exemptions or withholdings for income tax purposes on the final paycheck.

Employee Assistance Program (EAP)

The Employee Assistance Program is a special service provided for benefits-eligible employees and their dependents at no charge. The EAP provides information, short-term counseling, advice and referrals from licensed professionals and is designed to provide the opportunity to receive confidential professional help in resolving personal or family problems. Support in addressing issues related to job loss is available 24-hours a day, 7 days a week. The toll-free EAP number is 1-800-275-1205 and information is available on-line at <http://www.khpa.ks.gov/healthquest/default.htm>. This service is available to employees and their immediate family (those individuals who are dependent upon or live in the home of the employee) through the last day of the month in which they work.

Group Health Insurance

For those currently enrolled in the State of Kansas health insurance plan, coverage will end the last day of the month in which you work. Once termination information has been interfaced to Topeka, a letter will be sent from Kansas Health Policy Authority, offering the option of 18 months of health insurance coverage under COBRA

<http://www.sehbp.org/state-employee-health-plan-home--2>

Employees who are retirement eligible, even if they elect to terminate employment and not retire, can elect to remain in the State's retiree health insurance program indefinitely by paying the premium. Information about the State of Kansas retiree health plan can be found at <http://www.sehbp.org/state-employee-health-plan-home--2/retireedirect-bill>. Employees interested in remaining in the State of Kansas retiree health plan should contact the Benefits Office. Specific enrollment timelines apply and coverage will be denied if enrollment is not made timely.

Retirement eligibility criteria

- A. Under Kansas Board of Regents (KBOR) policy, an employee is retirement eligible between the ages of 55 and 59 with at least ten years in a benefits-eligible position at a KBOR state university or Board office, or at age 60 regardless of years of service.

- B. Under KPERS, Tier 1 employees (who were enrolled in KPERS prior to July 1, 2009) are retirement eligible at
 - i. Age 55 with ten years of KPERS service (reduced benefit)
 - ii. Age 62 with ten years of KPERS service
 - iii. Age 65 with one year of KPERS service or
 - iv. Any age when age and years of KPERS service credit equal 85 points

- C. Under KPERS, Tier 2 employees (who first started working in a KPERS covered position on July 1, 2009, or later) are retirement eligible at
 - i. Age 55 with ten years of KPERS service (reduced benefit)
 - ii. Age 65 with five years of KPERS service credit or
 - iii. Age 60 with 30 years of KPERS service credit

KPERS – Retirement

For staff currently contributing to KPERS through payroll deduction, the final KPERS contribution will be deducted from the last paycheck.

Staff who are already vested in KPERS (5 years or more of credited service), but are not eligible for retirement or do not wish to retire, will have the option of leaving their contributions with KPERS. Contributions will continue to accrue interest, and you will be eligible for retirement benefits upon reaching retirement eligibility. It is also possible to make an application for withdrawal of accumulated contributions 30 days after the date of termination. It will take approximately six to eight weeks to process the request once KPERS receives all necessary documentation. Amounts withdrawn may be subject to federal income taxes and penalties.

Those not yet vested in KPERS (less than 5 years of credited service), may apply for withdrawal of accumulated contributions. If contributions are not withdrawn, KPERS membership will be protected for 5 years and interest will continue to be credited. If, during that 5-year period, you become eligible to retire, you can contact KPERS to process the retirement application. If rehired into a covered position within the 5-year period, participation in KPERS will be immediate. If there is not a return to covered employment and contributions were not withdrawn, contributions then revert to the employer's reserve at the end of the 5-year protection of membership period. However, a special application can be made to the board of trustees to withdraw these contributions. Contact KPERS toll free at 1-888-ASK-KPER for details.

If KPERS receives an application for withdrawal prior to July 1st, contributions paid will not include interest for the previous calendar year. If the application is received after July 1st, contributions paid will include interest payment for the previous calendar year.

Unclassified Retirement Under the Board of Regents (KBOR)

Staff participating in the KBOR retirement program may access funds if not currently employed with another KBOR state university or Board Office. Contact the company representative to determine available options. When you want to access your 403(b) retirement account funds, you will also need to utilize planwithease.com the plan administration service that acts on behalf of Kansas Board of Regents (KBOR) to review and approve distribution requests for the Board's 403(b) Retirement Plans. To learn more about planwithease.com, please visit the KBOR website at http://www.kansasregents.org/accessing_funds

Staff participating in the KBOR retirement program, who are not employed by a KBOR state university or the KBOR Office, will be able to access their funds even if they are working for another State of Kansas non-KBOR agency.

It is important that the retirement company account for all contributions. If within 30 days from the date of termination you plan to close out or roll money over from your KBOR a retirement account, please contact Benefits to confirm the date final contributions will be sent to the retirement company. Income derived from any approved KBOR 403(b) plan is exempt from Kansas State income tax. For more information go to: http://www.hreo.ku.edu/benefits_pay/benefits_info/retirement_programs/kansas_state_income_tax_exemption.

Basic Group Life Insurance/Optional Group Life Insurance

All employees in a benefits eligible position are covered by basic group term life insurance administered by KPERS up to the last day in active pay status. Coverage equals 150% of your current annual rate of compensation.

For staff currently enrolled in optional group life insurance, coverage will end the last day of the month in which you worked. At termination of employment or retirement, employees have the option to convert or port the basic and/or optional group life insurance into a separate policy at their own cost. For more information, please see the KPERS website <http://www.kpers.org/forms/mlportability.pdf> or contact Benefits.

Teachers and Employees Association (TEA) Insurance Coverage

For those currently enrolled in KU's TEA insurance program, it will be necessary to notify the program administrator regarding termination of employment or retirement. Benefit coverage and cost under the TEA program will change as a result. Please contact TEA at 1-800-843-5513 regarding change of employment status.

Voluntary 403(b)Tax Sheltered Annuity (VTSA)

If you are currently participating in the VTSA program, a final deduction will be made from the last paycheck; however, it is possible to end participation prior to the final paycheck. To make this change, contact Benefits. If you have funds in a VTSA program, please contact the company or agent to determine available distribution options. You will be eligible to withdraw funds or keep your funds invested in your account. Income derived from any approved KBOR 403(b) plan is exempt from Kansas State income tax. For more information on this topic go to:

http://www.hreo.ku.edu/benefits_pay/benefits_info/retirement_programs/kansas_state_income_tax_exemption

Deferred Compensation

If you are currently participating in deferred compensation, a final deduction will be made from the last paycheck; however, it is possible to end participation prior to the final paycheck. To make this change, contact the ING representative at 1-800-232-0224.

Following your last day at work, you will be eligible to withdraw funds contributed to deferred compensation. Distribution will be taxable (20% federal; 5% State of Kansas) as ordinary income. You will need to contact your ING representative to obtain the forms needed to withdraw your contributions. You also have the option of leaving your contributions in your account. You will not be able to make any additional contributions to the account, but the account will continue to accumulate interest on a tax-deferred basis until retirement. In addition to accruing interest, you will have the opportunity to transfer your contributions over to a new employer on a tax-deferred basis, if your new employer qualifies to sponsor deferred compensation plans.

All participating employees are strongly encouraged to contact their ING representative in the event of being laid off.

KanElect Flexible Spending Account(s)

If there is money left in the flexible spending account, you will be allowed to file a reimbursement claim until April 15th of the following year.

For the Dependent Care Flexible Spending Account, claims may be made for services incurred from the effective date of participation until the end of the plan year.

For the Health Care Flexible Spending Account, claims may be made for services incurred from the effective date of participation through the end of the month in which employment is terminated. Information is mailed to terminating employees from the Kansas Health Policy Authority explaining the option of making the after-tax contributions into the Health Care Flexible Spending Account.

Organizational Dues

For payroll deductions for organization dues, the final deduction will be made from the last paycheck. To end participation prior to the final paycheck, contact Benefits.

United Way

If you currently make United Way contributions through payroll deduction, the final deduction will be made from the last paycheck. To end participation prior to the final paycheck, contact Benefits.

Learning Quest

If you currently make Learning Quest contributions through payroll deduction and have met the required \$500 minimum contribution amount, contributions will stop automatically after the final paycheck. If you have not reached the required minimum contribution amount of \$500, or if you wish to continue contributing to your Learning Quest account, it will be necessary to convert the account to an automatic monthly investment of \$25 or more. This monthly investment will be deducted from a personal savings or checking account. For the required paperwork or additional information, contact Learning Quest at 1-800-579-2203 or see information at their website <https://www.learningquestavings.com/learningquest/index.jsp>

Visa Card

The VISA Business Travel Card regulations state that the card can no longer be used after active employment ends. If you have a VISA card, please return it to Benefits, 1246 W. Campus Road, Room 150 Carruth-O'Leary Hall, Lawrence, KS 66045-7505. It is recommended that the card be cut in half when returning it by mail. The University is required to notify the State of Kansas of employment terminations so that corporate accounts can be cancelled.

The information in this handout is intended to comply with federal and state laws and regulations concerning benefits. Items explained herein are subject to change and shall be interpreted in accordance with controlling laws.