

UAH Terminating Employee FAQ

Office of Human Resources

University of Alabama in Huntsville

This guide provides answers to frequently asked questions about the separation process at UAH. It applies to all employees separating from the University and is designed to help ensure a smooth and informed transition. The University of Alabama in Huntsville values the contributions of all employees and is committed to ensuring that each separation is handled with professionalism and care.

Please ensure you visit the Offboarding Webpage and complete all requirements prior to your last day of employment: <https://www.uah.edu/hr/offboarding>

◇ General Information

1. What are the types of employment terminations?

Employment may end for several reasons:

- **Voluntary Resignation** – The employee chooses to leave the University.
 - **Retirement** – The employee separates after meeting retirement eligibility.
 - **Involuntary Termination** – The University initiates separation due to performance, misconduct, layoff, or position elimination.
 - **End of Assignment** – Temporary, on-call, or contracted period of employment concludes.
 - **Loss of Funding** – Loss or expiration of funding source that support a position.
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2. Am I required to have an offboarding meeting with HR?

No. All separating employees are encouraged to review the Offboarding website and the Terminating Employee Guide, which should answer most questions about the separation process.

Meetings with Human Resources are available upon request if you have additional questions or need individualized guidance regarding your benefits, final pay, or COBRA continuation options.

3. What requirements do I need to complete prior to my last day of employment?

All requirements are outlined on the Offboarding webpage. Before your last day, please ensure you have:

- Submitted written notice of resignation to your supervisor and through the Resignation Google Form.
 - Returned all University property (computer, equipment, keys, ID, P-Card, Parking Pass, etc.).
 - Cleared any outstanding balances.
 - Completed your Staff Employee Exit Form.
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4. How much notice is required when resigning?

Non-exempt employees are expected to provide a minimum of two (2) weeks' notice.

Exempt employees are expected to provide a minimum of four (4) weeks' notice.

Faculty should refer to their appointment letter or academic calendar for specific requirements.

Providing adequate notice helps ensure a smooth transition and maintains eligibility for rehire.

◇ Pay and Leave

5. When will I receive my final paycheck?

Your final paycheck will be issued during the next regular payroll cycle following your last day worked.

Please refer to the enclosed Payroll Calendar for specific pay dates.

6. Will my paid leave balances be paid out on my final paycheck?

- **Annual Leave:** Employees will be paid out for up to one (1) time their annual accrual rate if cleared (i.e., all University property has been returned and no outstanding balances are owed to UAH).
- Eligible payouts are included in your final paycheck once all departmental approvals are complete and the separating employee has been cleared.
- **Sick Leave, Personal Leave, Paid Parental Leave:** Not payable upon separation.
 - **Retirees:** May convert unused sick leave toward service credit with the Teachers' Retirement System (TRS).

- **Separating employees:** Those hired by another TRS-participating employer may be eligible to transfer their sick leave balance. Employees should check with their new employer to confirm eligibility and the applicable transfer process.

7. Am I eligible for unemployment compensation?

Eligibility for unemployment compensation is determined by the Alabama Department of Labor. Generally:

- Employees who voluntarily resign are not eligible.
- Employees who are involuntarily separated may qualify.

You can file a claim online at <https://labor.alabama.gov for an official determination>.

◇ Benefits and Insurance

8. When does my insurance coverage end?

Please refer to the enclosed Payroll Calendar to find the date of insurance cancellation that correlates with the last pay period worked.

9. How can I continue my insurance after leaving UAH?

You may be eligible to continue your health, dental, and vision coverage under COBRA for up to 18 months.

Approximately two to three weeks after your separation, you will be mailed a COBRA packet from Inspira Financial, UAH's COBRA administrator. The packet will include:

- Instructions for electing continuation coverage
- Monthly premium amounts
- Payment deadlines and remittance options

Coverage under COBRA is retroactive to the date your active coverage ended, provided you enroll and make timely payment.

| | | |
|-------------------|--|----------------|
| Inspira Financial | www.inspirafinancial.com | 1-877-395-4850 |
|-------------------|--|----------------|

◇ Retirement

10. How do I withdraw or manage my retirement funds?

- **TRS (Teachers' Retirement System):**

You may withdraw or roll over your contributions after your final paycheck has been processed.

You must complete the enclosed **"Notice of Final Deposit and Request for Refund"** form and mail it to TRS at the address listed at the top of the form.

- Contact TRS at 1-877-517-0020 or visit <https://www.rsa-al.gov>.

- **TIAA (Voluntary 403(b) Plan):**

You may access your account directly through <https://www.tiaa.org> or by calling 1-800-842-2252. Speak to a representative for instructions for rollover, withdrawal, or maintaining your account balance.

11. Do I have to withdraw my TRS retirement funds?

No. You are not required to withdraw your TRS contributions after leaving UAH.

If you do not request a withdrawal, your account will remain active with the Retirement Systems of Alabama (RSA), and your contributions will remain in suspense for up to five (5) years following your last contribution.

If you return to work with a TRS-participating employer within that period, your existing service credit will automatically be reinstated.

Employees with 10 or more years of creditable service are considered vested in TRS, and it is not recommended to withdraw your account. Upon reaching retirement eligibility, vested members will be eligible to draw a lifetime retirement benefit based on their service credit and final average salary.

UAH Terminating Employee Benefits Guide

Overview

The enclosed Offboarding Packet provides important information regarding the status of your employee benefits upon separation from UAH. Please review each section carefully to ensure you understand your continuation options and post-employment responsibilities.

COBRA Information: Medical, Dental, Vision (VSP), & EAP Insurance

Employees and qualified dependents currently enrolled in these plans are eligible to continue coverage through COBRA for up to 18 months.

You have 60 days from the end of your coverage date to elect COBRA continuation. Your first premium payment is due within 45 days from the date you enroll in COBRA.

You will receive a COBRA packet mailed to your home address from Inspira Financial, UAH's COBRA administrator. COBRA provides the same level of coverage you had as an active employee.

Please read all COBRA materials carefully and adhere to the election and payment deadlines. For more information regarding premiums, COBRA rights, see the COBRA webpage: <https://www.uah.edu/hr/benefits/insurance/cobra>

Insurance Cancellation

Medical, dental, and vision insurance coverage will be cancelled based on the pay period in which your employment in a benefits-eligible classification ends.

Please refer to the schedule below to determine **your** last date of coverage based on your date of separation.

Flexible Spending Account (FSA)

If you have a Flexible Spending Account (FSA) through Inspira Financial, you may incur eligible medical expenses up to your termination date.

- Claims must be submitted no later than March 30 of the following year.
- You may have COBRA rights for your FSA; however, under COBRA, the premiums you pay are not tax-deferred and coverage can only be continued through the end of the current plan year (December 31).

Health Savings Account (HSA)

If you have a Health Savings Account (HSA) through Inspira Financial, the funds in your account are yours to keep and may be used for future qualified medical expenses.

Please note: You will be required to open a retail (HSA) account and will be responsible for a monthly maintenance fee if you choose to keep your account open with Inspira Financial after termination.

Insurance Considerations

❖ Retirees

Retirees enrolling in PEEHIP should notify the Benefits Team as soon as your retirement start date is confirmed. Your UAH insurance coverage can be cancelled as of the last day of the month prior to your PEEHIP effective date. This coordination ensures that you are not charged duplicate premiums and prevents insurance deductions from your final paycheck for periods during which you will already be covered under PEEHIP medical insurance.

❖ Faculty

- Faculty paid over a 9-month schedule (F9) who have paid accelerated premiums may be eligible for a refund if employment ends before the start of the new academic year.
 - Faculty who terminates employment at the end of the spring semester may continue insurance coverage through the remainder of the academic year, provided premiums have been paid in full.
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Life & Disability Insurance

Group Life and AD&D Insurance

All Group Life and Accidental Death & Dismemberment (AD&D) insurance through UAH will end on the last day of the calendar month in which your employment terminates.

If you wish to continue life insurance coverage through The Standard Insurance Company, you must submit an application for conversion or portability within 45 days of your insurance ending.

Short-Term and Long-Term Disability (LTD)

Coverage under the University's Short-Term and Long-Term Disability plans terminates on the last day you were actively at work.

You may be eligible to convert your Long-Term Disability (LTD) coverage if you apply within 45 days from the date your coverage terminates.

The Standard Insurance Company

Phone: 800-378-4668

Email: CBT@standard.com

Policy Number: 643197

Leave

Annual Leave

Unused vacation days (annual leave), not to exceed one year's accrual, will be paid in a lump sum on your final payroll check.

Note: This does not apply to Faculty who have an academic year appointment.

Sick & Personal Leave

No sick or personal leave is paid upon termination of employment.

Retirement Plans

403(b) and 457(b) Voluntary Retirement Plans

If you participate in the TIAA Voluntary Retirement Plan(s), you may either:

- Keep your funds in the existing account, **or**
- Roll your funds over to another qualified account.

For additional information or account assistance, please contact **TIAA**: 1-800-842-2252.

Teachers' Retirement System (TRS)

To withdraw or roll over your TRS contributions. The enclosed **"Notice of Final Deposit and Request for Refund"** form:

- Completed in full,
- Signed before a notary, and
- Mailed to the Retirement Systems of Alabama at the address listed at the top of the form.

If you elect to receive a full distribution (refund), a 20% federal income tax withholding and a 10% early withdrawal penalty (if under age 59½) will apply. Please review the "Special Tax Notice Regarding Your Rollover Options" included in your Benefits Summary before making any election.

TRS Account Options Following Termination of Employment

After separation from UAH, TRS members may choose to:

1. Apply for retirement upon eligibility.
 - Employees must have 10 years of eligible service to become vested.
 - Contact TRS directly to confirm your account status and estimated benefits.
2. Suspend your account for up to five (5) years to retain service credit.
3. Receive a refund or roll over your tax-deferred account into an IRA or other qualified plan.

Important: Upon withdrawal or rollover of TRS contributions (taking a refund), all service credit established with TRS is cancelled, and vested members forfeit their rights to a lifetime monthly retirement benefit.

TRS Forms and Resources

- **Form 7 – Notice of Final Deposit and Request for Refund** (enclosed)
- **Special Tax Notice Regarding Rollover Options:** [https://www.rsa-al.gov/uploads/files/Special Tax Notice .pdf](https://www.rsa-al.gov/uploads/files/Special_Tax_Notice_.pdf)
- **TRS Member Handbook:** <https://www.rsa-al.gov/trs/publications/>

◇ Contacts and Resources

| Topic | Contact / Office | Email / Website / Phone |
|--------------------------------------|-------------------------------------|---|
| General HR or Employee Relations | Human Resources | hr@uah.edu • 256.824.6545 |
| Benefits, Insurance, and Offboarding | Benefits Team | benefits@uah.edu • 256.824.6640 |
| Payroll / Final Paycheck | Payroll Office | payroll@uah.edu • 256.824.2252 |
| COBRA Administration | Inspira Financial | www.inspirafinancial.com • 1-877-395-4850 |
| TRS (Teachers' Retirement System) | Retirement Systems of Alabama (RSA) | www.rsa-al.gov • 1-877-517-0020 |
| TIAA (Voluntary 403(b) Plan) | TIAA | www.tiaa.org • 1-800-842-2252 |

2026 Bi-Weekly Payroll
Pay Periods, Check Dates & Insurance Coverage Dates

| | Pay Period | | TRET | Check | Insurance Coverage | |
|----|------------|----------|------|----------|--------------------|----------|
| | From | To | Mon | Date | From | To |
| 1 | 12/10/25 | 12/23/25 | JAN | 01/02/26 | 01/01/26 | 01/15/26 |
| 2 | 12/24/25 | 01/06/26 | | 01/16/26 | 01/16/26 | 01/31/26 |
| 3 | 01/07/26 | 01/20/26 | | 01/30/26 | 01/16/26 | 01/31/26 |
| 4 | 01/21/26 | 02/03/26 | FEB | 02/13/26 | 02/01/26 | 02/15/26 |
| 5 | 02/04/26 | 02/17/26 | | 02/27/26 | 02/16/26 | 02/28/26 |
| 6 | 02/18/26 | 03/03/26 | MAR | 03/13/26 | 03/01/26 | 03/15/26 |
| 7 | 03/04/26 | 03/17/26 | | 03/27/26 | 03/16/26 | 03/31/26 |
| 8 | 03/18/26 | 03/31/26 | APR | 04/10/26 | 04/01/26 | 04/16/26 |
| 9 | 04/01/26 | 04/14/26 | | 04/24/26 | 04/17/26 | 04/30/26 |
| 10 | 04/15/26 | 04/28/26 | MAY | 05/08/26 | 05/01/26 | 05/15/26 |
| 11 | 04/29/26 | 05/12/26 | | 05/22/26 | 05/16/26 | 05/31/26 |
| 12 | 05/13/26 | 05/26/26 | JUN | 06/05/26 | 06/01/26 | 06/15/26 |
| 13 | 05/27/26 | 06/09/26 | | 06/19/26 | 06/16/26 | 06/30/26 |
| 14 | 06/10/26 | 06/23/26 | JUL | 07/03/26 | 07/01/26 | 07/15/26 |
| 15 | 06/24/26 | 07/07/26 | | 07/17/26 | 07/16/26 | 07/31/26 |
| 16 | 07/08/26 | 07/21/26 | | 07/31/26 | 07/16/26 | 07/31/26 |
| 17 | 07/22/26 | 08/04/26 | AUG | 08/14/26 | 08/01/26 | 08/15/26 |
| 18 | 08/05/26 | 08/18/26 | | 08/28/26 | 08/16/26 | 08/31/26 |
| 19 | 08/19/26 | 09/01/26 | SEPT | 09/11/26 | 09/01/26 | 09/15/26 |
| 20 | 09/02/26 | 09/15/26 | | 09/25/26 | 09/16/26 | 09/30/26 |
| 21 | 09/16/26 | 09/29/26 | OCT | 10/09/26 | 10/01/26 | 10/15/26 |
| 22 | 09/30/26 | 10/13/26 | | 10/23/26 | 10/16/26 | 10/31/26 |
| 23 | 10/14/26 | 10/27/26 | NOV | 11/06/26 | 11/01/26 | 11/15/26 |
| 24 | 10/28/26 | 11/10/26 | | 11/20/26 | 11/16/26 | 11/30/26 |
| 25 | 11/11/26 | 11/24/26 | DEC | 12/04/26 | 12/01/26 | 12/15/26 |
| 26 | 11/25/26 | 12/08/26 | | 12/18/26 | 12/16/26 | 12/31/26 |



Notice of Final Deposit and Request for Refund

Retirement Systems of Alabama
PO Box 302150, Montgomery, Alabama 36130-2150
877.517.0020 • 334.517.7000 • www.rsa-al.gov



Your SSN

Check One: ☐ TRS ☐ ERS ☐ JRF ☐ SNU Supernumerary members only ☐ MRS City of Montgomery Plan Employees

Your Information

Name _____
First Middle/Maiden Last

Mailing Address _____
Street or P.O. Box Apt.# City State ZIP Code

Telephone Number _____ Email Address _____

Date of Birth _____ PID (optional) _____

Distribution Information

Read the enclosed special tax notice before completing the remainder of this form.

Select **only one** distribution option:

☐ **Lump Sum Payment**

I elect to receive (at the above address) full distribution of my account, less the 20% federal income tax withholding required.

☐ **Direct Rollover**

I elect to have _____% of the *taxable* benefit transferred directly to the trustee named below. (For transfers less than 100%, the remainder of the account less the mandatory 20% federal income tax withholding, will be paid to me at the above address.)

To be completed by Representative of new plan

Rollover Trustee/Custodian Information (complete only if Direct Rollover is checked)

Name of Trustee or Custodian for eligible plan _____

Address _____
Street or P.O. Box City State ZIP Code

Contact Person _____ Telephone Number _____

Name on Account _____ Account Number _____

Rollover Trustee/Custodian Information requires the signature from the Rollover Trustee/Custodian Official.

Type of account into which money will be transferred: (An Education IRA is **not** an eligible plan)

☐ 401 Qualified Retirement Plan ☐ 403(a) Annuity Contracts ☐ 403(b) Tax Sheltered Annuity ☐ Roth IRA

☐ 408(a) Individual Retirement Account ☐ 408(b) Individual Retirement Annuity ☐ Governmental Deferred Compensation Plans (IRC 457)

Plan accepts non-taxable funds? ☐ Yes ☐ No

Sign Here →
Trustee/Custodian

Trustee/Custodian Official Signature _____ **Date** _____
Signature by Trustee/Custodian Official affirms acceptance of transfer.

Signature Certification

I certify that I have received the printed explanation entitled SPECIAL TAX NOTICE REGARDING YOUR ROLLOVER OPTIONS prior to signing this certification. I also certify that I have read the Employee Termination Statement on the back of this form.

Sign Here →
Member

Your Signature _____ **Date** _____

State of _____, County of _____

I, _____, a Notary Public, hereby certify that the above named individual whose name is signed to the foregoing document, personally appeared before me and acknowledged under oath that the statements made are true. Given under my hand this _____ day of _____, 20_____.

Seal

Signature of Notary Public _____

My Commission Expires _____

Notice of Final Deposit and Request for Refund



Name _____ SSN _____

Employer Certification

*To be completed by
the employing agency*

Employing Agency _____

Last day worked/enrollment end date _____
Month/Day/Year

Last pay check date _____ Last pay period date _____
Month/Day/Year Month/Day/Year

I hereby certify the final salary payment has been made to the above named member and that this person has no further contract, written or oral, to return to employment at said agency.

Sign Here →
Employer

Payroll Officer Signature Pam Redding Date Submitted _____

Remember: Enrollment must be ended in Employer Self-Services (ESS) and your payroll system.

Send this form with the payroll report which includes the member's final deposit. **If this is a state agency reporting unit, do not submit this form to the Retirement Systems until all warrant cancellations for this individual have been processed by the state comptroller.**

Instructions for Refund Request

Complete the first page of this form, including having your signature notarized. If you elect a direct rollover, the trustee/custodian must complete the trustee/custodian information in the Distribution Information section. The trustee/custodian official must verify if their plan accepts or does not accept non-taxable funds. The trustee/custodian official must also sign to affirm acceptance of the transfer.

The Employer Certification (above) should be completed by the employing agency. The refund will not be processed until the Retirement Systems of Alabama (RSA) receives the member's final deposit along with this form and any additional requested information.

Any person who makes a false statement or falsifies a record in an attempt to defraud the RSA shall be guilty of a misdemeanor, and upon conviction, be punished by a fine up to \$500.00 and/or imprisonment not to exceed one year.

After this form has been completed, any address change must be submitted to the RSA in writing and be signed by the applicant. Include your Social Security number or PID number on any correspondence.

Employee Termination Statement

I hereby certify that I have permanently terminated my employment in any agency covered by the Retirement Systems indicated and request that the contributions and applicable interest be distributed as shown. I further certify I do not have a contract nor am I negotiating for employment with any agency covered by the System indicated. I understand that I am *not entitled to the total interest* credited to this account, but a proportion of the total interest determined by RSA service credited to this account. The refundable funds in my account are due to me and unpaid, and I understand that payment in accordance with this form will release the RSA from any claim for other benefits.

No portion of the refund is subject to state of Alabama income tax.

If you have any questions regarding the taxability of your refund, contact the IRS or a tax advisor.

Notice of Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For general information about filing a claim, call 866-361-4524 or visit www.labor.alabama.gov.

You will need to provide the Alabama Department of Labor with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US Citizen or resident).

You should also have the following information available when you file your claim:

1. A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
2. Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
3. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim by phone, dial 866-2-FILE-UC (866-234-5382).

If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center.

You will be asked a series of questions that will require you to answer by pressing numbers on your telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

To file a UI claim online, visit www.labor.alabama.gov.

Click on "Unemployment," then "File Claim," then "Establish a New or Reopen a UC Claim" and follow the prompts.

If you have questions about the status of your UI claim, you can call the Alabama Department of Labor Call Center Inquiry Line at 800-361-4524.