



University of Massachusetts Medical School

***Leaving the University Guide
for Non-Benefited Employees***

INTRODUCTION

This Guide provides helpful information concerning subjects important to a non-benefited employee who is terminating employment at UMMS.

Before leaving the Medical School, please read this guide. If you require additional information, please contact the Human Resources Business Partner for your department. To obtain the name of your HR Business Partner, please go to the Contact List.

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**IF YOU WOULD LIKE TO REQUEST AN EXIT INTERVIEW WITH HUMAN RESOURCES,
PLEASE CONTACT YOUR HR BUSINESS PARTNER.**



University of Massachusetts Medical School
Human Resources
333 South Street, 2nd Floor
Shrewsbury, MA 01545

CHECKLIST FOR EMPLOYEES LEAVING THE UNIVERSITY

Name:	Termination date:
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I would like to schedule an exit interview and have contacted my department's HR Business Partner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have received and reviewed the Leaving the University Guide	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have updated my address online or completed an address change form (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have contacted Immigration Services at ISSOUMMS@umassmed.edu for assistance with visa related questions (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have returned the following University property to department administrator or manager: <ul style="list-style-type: none">• Badge/ID -- Parking, Kronos• Keys – office, file cabinets, etc.• Computer equipment• Pager• Cell phone• Procard/credit card(s)• Uniforms• Other _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have any questions, please contact your HR Business Partner.

II. RETIREMENT ACCOUNT (MANDATORY OBRA)

Terminating employees' information is sent to Great West Retirement Services every month via an electronic feed. Employees may contact Great West at 877-457-1900 to request paperwork to withdraw or rollover their Mandatory OBRA account. At certain times, Great West may not receive a termination date before a participant calls to request paperwork. If this occurs, please contact the HR Service Center at 508-856-5260, option 1 to have your status updated with Great-West.

III. OTHER IMPORTANT INFORMATION

A. ADDRESS CHANGE

If you are moving from your current address, please update your address via PeopleSoft/HR Direct Employee Self Service. If you have a change of address after your termination, please complete the Address Change Form in Section V of this Guide.

B. UNIVERSITY PROPERTY

All University property and equipment must be returned to your manager prior to your last day of employment. If not returned, the University reserves the right to withhold monies from your last paycheck.

C. RELEASING EMPLOYMENT INFORMATION

When the Human Resources Department is contacted for employment information from other organizations, Human Resources will only verify your dates of employment and the last position held.

D. UNEMPLOYMENT INSURANCE

Unemployment insurance provides temporary benefits to individuals who have become unemployed through no fault of their own and who are looking for full-time employment. The unemployment insurance program is administered by the Commonwealth's Department of Employment and Training (DET) and all DET decisions are made according to the Employment Security Law.

Upon request of the DET, UMMS provides a breakdown of an individual's earnings for the 52-week period prior to the date an unemployment claim is filed and to provide a reason for separation. UMMS does not determine whether or not a terminated faculty member is eligible to receive unemployment benefits. If you need information please call the TeleClaim Center at 1-877-626-6800 or (617)626-6800 from Monday through Friday, from 8:30 a.m. to 4:30 p.m. or go to [DET](#) for additional information.

There are two ways to file your claim: You can file it in person in one of the sites, to get the address of the nearest UI Walk-In site please call 617-626-6560; or you can call the TeleClaim Center to the number mentioned above.

The information contained in this handout has been carefully reviewed and is presented as a source of information. References made to the University of Massachusetts Medical School policies or Commonwealth of Massachusetts regulations are designed to be helpful guidelines.

If, however, there is a conflict between the materials in this handout, the actual policies and practices of the University and the regulations of the Commonwealth, the latter will prevail.



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EMPLOYEE ADDRESS CHANGE FORM

It is the employee's responsibility to provide Human Resources with change of address information. Updated information is needed for mailing of W-2 forms and retirement and health insurance information.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name:	
Social Security or ID#:	
Address Line 1:	
Address Line 2:	
City	
State:	
Country:	
Zip:	
Telephone:	

Signature

Date

Please sign and return completed form to:
UMass Medical School
HR – HR Data Group
333 South Street
Shrewsbury, MA 01545
Fax: 508-856-4049
or return via e-mail to: HR-Datagroup@umassmed.edu