



University of Massachusetts Amherst Departure from Employment – Non-Benefited University Employees

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This booklet is intended to provide non-benefited University employees who are leaving employment **for reasons other than retirement** with answers to frequently asked questions. This document is not intended to be comprehensive. More detailed information regarding the laws, policies, bargaining contracts, etc. on which benefits are based is available in Human Resources. In case of questions or conflict between the information in this document and the actual laws, policies, bargaining contracts, etc., the latter will prevail.

Moving: If your mailing address changes between the date you leave employment and the following February, please provide that information to the University Human Resources Department in writing (address below) so we may insure timely and accurate delivery of your W-2 tax form.

University Parking Services: Parking registration permits expire upon departure from employment and are not transferrable to another person. Your parking permit should be returned to the Parking Office. Any overpayment of parking fees will be refunded to you. Please visit the University Parking Office with questions (51 Forestry Way, Monday-Friday, 7:45am-4:45pm tel: 413-545-0065, parking@admin.umass.edu).

Retirement

As a non-benefited employee of the University you will have contributed to the Commonwealth of Massachusetts OBRA retirement system while not enrolled as a full-time student. You may request a withdrawal or roll-over of those funds by contacting the Plan Administrator (Empower Retirement, tel: 877-457-1900) following your departure from employment.

UMass Five College Credit Union: Former University employees are eligible to continue membership with the UMass Five College Credit Union (200 Westgate Center Drive, tel: 800-852-5886, info@umassfive.org, www.umassfive.org).

Unemployment Benefits: In certain circumstances you may be eligible to collect income through the Massachusetts Division of Unemployment Assistance (DUA). Information regarding how to apply for unemployment is available from UMass Amherst Human Resources (address below) and on-line at www.mass.gov/dua.

HR Direct, Payroll Advices and University E-mail Account

Your University of Massachusetts Amherst e-mail address account is terminated upon leaving employment unless you are retired from, or an active student with, the University.

Your access to the HR Direct system terminates upon leaving employment.

Regarding your final University pay statement:

- You may request a copy of your final University pay statement by e-mailing hrinfo-request@admin.umass.edu. This e-mail must include:
 1. your first and last name
 2. the department in which you most recently worked
 3. your employee identification number (this appears on prior pay statements). If you are a student and do not know your employee identification number you may include your student identification number in the e-mail.
 4. a statement that you are consenting to the transmission of personally identifiable information by e-mail which is unsecured.
 5. The e-mail address to which the pay statement should be sent. This cannot be your University e-mail address unless you are not a UMass retiree or active UMass student.
- If you would like to have a printed copy of your pay advice statement mailed to you please call Human Resources at (413) 545-5425 for assistance.