



DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES  
OPERATIONS

Employee Services  
155 Cottage Street; U130  
Salem, OR 97301  
(503) 378-3622  
(503) 378-6879 fax

E-mail:  
[DASemployeeservices.apps@das.state.or](mailto:DASemployeeservices.apps@das.state.or)

Web site:  
<http://oregon.gov/DAS/OP/EmployeeServices.shtml>

Contact:  
[Gina.Beaman@state.or.us](mailto:Gina.Beaman@state.or.us)  
(503) 378-2349, ext. 327  
(503) 378-2901

## Payroll and Benefit Information at Separation

### Payroll

- Your manager will hand deliver your final check (paid by a paper check.)
- You may submit a new W-4 for your final check, up to two days prior to your last day.
- Your manager will submit your final time sheet to payroll two days prior to your last day.
- If you work a minimum of 32 hours in the current month, SEIU will take deductions for any dues, legal assistance or life insurance for the current month from your final check.
- Pay-off for vacation (up to 250 hours) will appear in your final check.

### Benefits

- **Health coverage.**  
Medical, dental, vision and voluntary deductions (parking, life insurance, disability insurance, etc.) will continue through the following month as long as you receive pay for 80 hours in the current month. The 80 hours may represent any combination of time worked or paid leave.
- **Flexible spending accounts.**  
Your last check will not include deductions for your Flexible Spending Account (for medical or dependent care).
- **Extending health coverage.**  
"COBRA" (Consolidated Omnibus Budget Reconciliation Act of 1985) will allow people who separate from state service to extend their group health coverage for a monthly fee. BenefitHelp Solutions will contact you with information, or you may call them at (800) 556-3157, or visit their Web site:  
<http://www.benefithelpsolutions.com/pebb/pebb.shtml>
  - a) For state employees with medical insurance ending 11/30/2009, there is a federal stimulus program temporarily reducing the premium for COBRA coverage for people who were involuntarily terminated from employment. The subsidy will last for up to nine (9) months. People who are eligible pay only 35 percent of the full COBRA premium (their employer pays the remaining 65 percent, which the employer recovers by taking a credit on the quarterly employment tax return).
- **Life Insurance.**  
Gina Beaman (DAS Payroll) will send you paperwork to continue any optional life insurance for yourself or a spouse or domestic partner for the same group rate.
- **Deferred Compensation.**  
Contact Sandy Newman, (503) 378-4193, for information on withdrawal or loan requests for your Oregon Savings Growth Plan account. Visit the PERS Web site for more information, <http://oregon.gov/PERS/index.shtml>.
- **PERS.**  
You can access your retirement money only if you leave state service and do not immediately re-hire into another PERS employer. Contact PERS for details (800) 365-8494 or refer to their Web site for helpful information, [http://oregon.gov/PERS/contact\\_us.shtml](http://oregon.gov/PERS/contact_us.shtml).
- **Employee Assistance Program (Cascade Centers).**  
EAP Benefits continue for 30 days after your last day of work. Services include financial counseling. For questions or concerns, contact Julie Marshall, [jmarshall@casadecenter.com](mailto:jmarshall@casadecenter.com), (800) 433-2320.

### Other

- Notify state parking if you pay parking in a state-owned lot, (503) 378-5090.