

Practice Manager Employment Separation Information



The following letter outlines information regarding your employment separation. Please keep a copy for future reference.

Final Paycheck: We have gone over the specifics of your “final paycheck” and what will be included such as:

- Regular pay for this current pay period through your last day worked
- PTO accrual, if applicable, will be handled in accordance with WellHaven’s PTO Policy on Payouts.
- Any Bonus repayment to WellHaven, if applicable

Health Insurance

All Health Insurance Benefits will end at **midnight on the last day of your separation month.**

Plans include Medical, Dental, Vision, Life Insurance, and Disability Insurance.

If currently enrolled in our **Medical/Dental/Vision** insurance, you are eligible to continue insurance through **COBRA**. COBRA information will be sent to the address we have on file with our payroll department. If you have questions regarding COBRA, please call Paycom COBRA Administration at 1-800-580-4505.

ELECTING COBRA IS TIME SENSITIVE – PLEASE ENSURE YOU TAKE ACTION WITHIN THE TIME ALLOWED.

- **Medical Insurance:** If currently enrolled and you have questions, please contact TouchCare, our health care concierge service, at (866) 486-8242 or via email at assist@touchcare.com.
- **Health Savings Account (HSA):** If you are currently enrolled in the Qualified High Deductible Health Plan, you would have generally been enrolled in the HSA Plan. Our HSA is through WEX Benefits. You can contact WEX online at <https://wexhealth.com> or via phone at (866) 451-3399.
- **Flexible Spending Account(s) (FSA):** If you are currently enrolled in a Flexible Spending Account (Dependent Care, General Purpose, Limited Purpose) and you have questions, please contact WEX online at <https://wexhealth.com> or via phone at (866) 451-3399.
- **Dental Insurance:** If you are currently enrolled and you have questions, please contact MetLife directly at (800) 438-6388.
- **Vision Insurance:** If you are currently enrolled and you have questions, please contact VSP directly at (800) 877-7195
- **Life Insurance – Basic Group Plan:** If you were a Full Time Benefit Eligible employee, you were enrolled in Basic Life Insurance, with coverage up to a maximum of \$25,000. Your policy is convertible and portable. If you are interested in these options, please contact MetLife directly at (800) 438-6388
- **Life Insurance – Voluntary Plan:** If currently enrolled (employee/spouse/children) your policy is convertible and portable. If you are interested in these options, please contact MetLife directly at (800) 438-6388
- **Disability Insurance – Voluntary:** If you are currently enrolled in Voluntary Long Term (LTD) Disability and/or Voluntary Short Term (STD) Disability insurance, your benefits coverage is not subject to portability or conversion after ending on the last day of your termination month.
- **Critical Illness and Hospital Indemnity - Voluntary:** If you are currently enrolled in Critical Illness and/or Hospital Indemnity, your benefits coverage is not subject to portability or conversion after ending on the last day of your termination month.

Practice Manager Employment Separation Information



Other Benefits

- **401(k) Plan:** If currently participating in the 401(k) Plan, your participation will end with your final payroll deduction that will be taken from your “final paycheck”. To learn about your options after employment separation, please contact John Hancock directly at (800) 294-3575.
- **Wellness Plan for Your Pet(s):** If you are enrolled in a company-paid Wellness Plan for Your Pet(s), it will expire on your last working day with WellHaven. If you have an unpaid balance for pet services, please arrange to pay the balance and bring your account current on or before your final day of employment.

If you plan to continue to bring your pet(s) to a WellHaven hospital for vet care, please know you will be expected to pay for services on the day they are incurred, which is what is expected of all clients.

Paycom Information

- **Access to Paycom:** After separation of employment, you will be able to access Paycom to pull check stubs or year-end W2 Forms. Please keep your current login information for future use. Paycom’s web address is www.paycomonline.com. Should you lose your login information, follow the instructions on Paycom’s Login Page to reset your Username or Password.
- **Forwarding Address:** You will want to ensure the address in Paycom is accurate. This is the address where your COBRA information will be mailed. If you move before the end of the year, you will also need to update your address to ensure your W2 is mailed to the correct address.

Company Owned Property: It is expected you will return all company property you have in your possession on or before your last day of employment. Please be sure to take all personal property with you.

Company Property includes, but is not limited to:

- Hospital Credit Card
- IT Equipment
- Keys
- Fobs
- Passwords to the building
- Passwords to equipment, etc.

Expense Reimbursements: Please submit any outstanding expenses on or before your last day of employment.

Personal Items: On or before your last day, please remove all personal items from the clinic.

We wish you well in all your future endeavors.

HR@WellHaven.com