Resignation FAQ

HENDRICK HEALTH

Q 1: Who do I submit my resignation to?
A: Employees should submit their resignation, in writing, to their manager or supervisor.

Q 2: What is considered "appropriate notice"?
A: Non-exempt (hourly) employees should provide a two-week notice. Exempt (salaried) employees should provide a four-week notice.

Q 3: Where do I turn in my employee badge or other Hendrick property?
A: Employees who leave employment should turn in their employee badge and any other Hendrick property to either their supervisor or Human Resources. Hendrick property may include, but is not limited to: employee ID badge, door or locker keys, nursing unit locator, computer or phone equipment.

Q 4: I will be moving. Where do I update my address?
A: Employees can update their address by completing a Name and Address Change Form, found on the HR page of the Hendrick Hub, or by contacting Human Resources.

Q 5: When will I receive my final paycheck?
A: Voluntary Termination – employee's final paycheck will be processed on our normal payday schedule, via direct deposit.

Involuntary Termination – employee's final paycheck will be processed within six calendar days of termination date, via direct deposit.

Q 6: Will I receive a CTO payout?
A: CTO-eligible employees who have completed at least one year of employment and are leaving in good standing will receive a CTO payout. Employee must leave on a voluntary basis. CTO payouts are paid via direct deposit on the payday following the employee's final working hour paycheck.

Employees who do not provide and fulfill appropriate notice, have been employed for less than one year or have been involuntarily terminated will not receive a CTO payout.

Q 7: Will I receive an EIB payout?
A: Employees will not receive an EIB payout unless the employee was Hendrick-retiree eligible on or before December 31, 2017. Please contact HR Benefits for more information and to verify eligibility.

Q 8: How can I access my paycheck stubs once I leave employment?
A: Employee's paycheck stubs should be accessed through Paperless Pay, even after the employee has left employment. Paperless Pay Username: HEND + Lawson + First Four Letters of their First Name.
Example: HEND12345jane

Employees who need help resetting their password may contact Payroll or Human Resources.

Q 9: How can I access my tax forms (W-2 & 1095-C) after I leave employment?
A: Employees who have consented to receive tax forms electronically can access tax forms through Paperless Pay, even after the employee has left employment.

Employees who have not consented to receive tax forms electronically will receive their forms in the mail.

Q 10: When will my benefits end?
A: Benefit-eligible employees who leave employment will have insurance coverage through the end of the month in which employment ends. FSA plans end on the last day of employment.

Q 11: How can I continue my benefits?
A: Benefit-eligible employees will have the option to continue pre-tax benefit plans through COBRA for up to 18 months. A COBRA packet will be mailed to the employee by WEX, the COBRA Administrator, after the employee's final work day. If coverage is elected, COBRA benefits will begin (retroactively, if applicable) the day after active employee coverage ends.

Q 12: What can I do with my retirement account?
A: Employees who have participated in the retirement program have the option to keep their funds invested with Fidelity, roll it over to a retirement account with their new employer or withdraw the funds.

Terminated employees with account balances less than $1,000 will be cashed out and balances between $1,000 and less than $7,000 will be rolled over to an IRA managed by Fidelity. The rollover occurs once per quarter. The IRA remains in the former employee's name.

Q 13: How can I get a copy of my immunization records?
A: Employees can request a copy of their immunization records by completing a medical release form in the Human Resources Office or by contacting the Employee Wellness Office.

Q 14: I have a bonus agreement but have not fulfilled my contract. How can I repay?
A: Employees will receive a letter regarding their bonus repayment obligations. The letter will include information on how to set up a repayment plan.

Questions?

Human Resources
HMC: 325-670-3181
HMC South: 325-428-1062
HMC Brownwood: 325-649-3430

Payroll
Specialist: 325-670-2342
or 325-670-4398
Manager: 325-670-2235

Fidelity
800-343-0860
www.netbenefits.com
retirement@hendrickhealth.org

Employee Wellness
HMC: 325-670-7777
HMC South: 325-428-1072
HMC Brownwood: 325-649-3427

HR Benefits
325-670-3163
benefits@hendrickhealth.org
Hendrick.Health/employeebenefits

Corporate Compliance
325-670-7676 or
877-445-7987