



# SEPARATING FROM SALT LAKE COUNTY

## Offboarding FAQs and Contact Information

### How do I change my address?

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**Before your last day:** If needed, access PeopleSoft self-service to change your address, phone number and other personal information.

**After you leave:** If needed, e-mail HR Services at [HRData@slco.org](mailto:HRData@slco.org). Provide your old address and new address and the last four digits of your social security number.

### How do I get my W-2?

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This is mailed to the your home address as recorded in PeopleSoft. If you have additional questions, email Mayor's Finance at [MF-payroll@slco.org](mailto:MF-payroll@slco.org).

### How do I get my 1095C? (a required document to file your taxes)

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This is mailed to the your home address as recorded in PeopleSoft. If you have additional questions, email HR Benefits at [Benefits@slco.org](mailto:Benefits@slco.org).

### Who do I contact for verification of employment?

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Contact the payroll coordinator in your county agency of employment.

## EMPLOYEE: FREQUENTLY ASKED QUESTIONS AND OTHER INFORMATION

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### Will my last paycheck be direct deposited?

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Yes, unless otherwise specified by your division/agency.

### When do I receive my last paycheck?

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Your regular pay will be paid on the normal pay cycle.

**Merit and Time-Limited employees :** Accrued vacation and holiday bank will be paid the pay period *after* your final regular paycheck.

**Non-exempt Merit and Time-Limited employees:** Any accrued compensatory time will be paid the pay period *after* your final regular paycheck.

**Retirees:** Sick payout at 25% of the total sick leave hours will be paid the pay period *after* your final regular paycheck.

### How do I get a copy of my paystub(s)?

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**Nonretirees:** Contact your agency payroll coordinator

**Retirees:** Contact Mayor's Finance at MF-payroll@slco.org

### How do I manage my 401k and other retirement accounts?

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All retirement benefits are managed by Utah Retirement Systems (URS). Login to URS.org to manage all retirement accounts, including your pension, 401k, 457 and IRA account.

**Pension Plans:** 800-695-4877

**Defined Contribution Savings Plans (401k, etc.):** 800-688-4015

**Operator:** 800-365-8772

### What happens to my Flex Spending Account (FSA) money after I leave?

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Your FSA debit card is cancelled the day you terminate, however you still have access to your FSA funds. All services must be incurred prior to date of termination, and you have 30 days to submit your documentation for reimbursement.



## EMPLOYEE: FREQUENTLY ASKED QUESTIONS AND OTHER INFORMATION

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### Are there changes to my Health Savings Account (HSA)?

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The money in your HSA belongs to you. The HSA provider will start charging a monthly administrative fee once you leave the County. The County covers this fee while you are employed. If you enroll in a new HSA, contact the County provider to roll over your County HSA account into your new account.

### How do I get proof of medical insurance if required by my new employer?

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Contact your medical insurance provider and request a certificate of credible coverage. This will be mailed after the provider has received notification of termination of coverage. If you have additional questions contact HR Benefits at 385-468-0580

### How do I sign up for COBRA?

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A package will be mailed to your home address as recorded in PeopleSoft from the COBRA insurance provider within 30 days of termination. If you do not receive your package contact HR Benefits at [benefits@slco.org](mailto:benefits@slco.org)

### Contact Information Post Employment

Benefits - [Benefits@slco.org](mailto:Benefits@slco.org) or 385-468-0580  
Utah Retirement Systems - 800-365-8772 or [URS.org](http://URS.org)  
PEHP Life Insurance - 801-366-7495  
Select Health - 866-240-9580  
Regence - 866-240-9580  
Axis Plus (FSA) - 877-872-2125  
Health Equity (HSA) - 877-694-3942  
Human Resources - 385-468-0570  
Mayor's Finance Payroll - [MF-payroll@slco.org](mailto:MF-payroll@slco.org)  
Payroll / HR Coordinator \_\_\_\_\_  
Supervisor Phone # \_\_\_\_\_

### Before You Leave

If you are a merit or appointed employee you will be contacted by HR to setup your exit interview

Return all County Property (Badge/Keys/iPad/phone, etc)

Other \_\_\_\_\_

