

ENDING EMPLOYMENT – BENEFITS CHECKLIST

Once your [divisional human resource unit](#) has processed your resignation/retirement, the Division of Finance and Administrative Services (DFAS) will notify the Missouri State Employees' Retirement System (MOSERS) and Missouri Consolidated Health Care Plan (MCHCP) of your status. MCHCP will contact you regarding your options to continue your medical coverage. If you are [vested](#) with MOSERS, MOSERS will send information regarding your eligibility for retirement to the mailing address they have on file for you. If you are not vested, you will not receive information from MOSERS.

For information on updating your personal information (e.g., name, address, phone number) with DSS human resources, payroll, and benefit providers (e.g., MOSERS, MCHCP, MO Deferred Comp), refer to the [Notification of Change Checklist](#). Please note that you will still have access to the [Employee Self Service \(ESS\) portal](#) to update your personal information and to review W-2s and other personal information after leaving DSS employment.

For a resignation, annual and sick leave accrual ceases on your last day worked; for a retirement, annual and sick leave accrual ceases on your last day of employment. You will be paid for your unused accrued annual leave, up to the maximum allowed, and for any compensatory time balance in effect at the time of separation. Payment will be issued on the pay cycle following your last regular paycheck, unless you are retiring in which case payment will be issued on the last pay cycle of the month you retire.

If you return to state employment within five years in a benefit-eligible position, your unused sick leave balance will be restored. Upon retirement, unused sick leave is transferred to MOSERS and will be converted to credited service for vested employees. Unused sick leave does not count towards service for retirement eligibility but is used to calculate the amount of the retirement benefit. In the event a retiree becomes reemployed in a benefit-eligible position, pre-retirement unused sick leave, including any remaining hours that did not convert to service credit, will not be restored for use. Once the employee retires again, only sick leave accrued during the most recent employment period will be converted to credited service.

For more information regarding your accrued annual and sick leave as well as compensatory time, refer to [DSS Policy 2-300 \(Annual Leave\)](#), [DSS Policy 2-301 \(Sick Leave\)](#), and [DSS Policy 2-108 \(Overtime/Compensatory Time\)](#).

Your supervisor will review the [Separation Checklist](#) with you prior to your last day. You have access to [DSS Policy 2-403 \(Separation from Employment\)](#) and [Separation Information](#) on the DSS intranet, and can contact your [divisional human resource manager](#) with any questions.

Before receiving a benefit payment from MOSERS, the Internal Revenue Service (IRS) rules require a “bona fide termination” of the employee’s employment. For purposes of [MOSERS Board Rules](#), a "bona fide termination" occurs when:

- The employee has completely severed employment;
- The employee has not entered into a prearranged agreement (written or oral), prior to retirement, with the State of Missouri or any [MOSERS-covered employer](#) for subsequent employment on any basis (full-time, part-time, or other); and
- The employee is not subsequently employed with the State of Missouri or any [MOSERS-covered employer](#) on any basis (full-time, part-time, or other) within **30 days** after employment with the prior employer has ended.

Upon meeting the termination and re-employment rules, employees may return to work and continue receiving their monthly pension payment, as long as their position is not a MOSERS or Missouri Department of Transportation (MoDOT) and Patrol Employees’ Retirement System (MPERS) benefit-eligible position.

If an employee returns to work for the state of Missouri in a MOSERS or MPERS benefit-eligible position:

- Their monthly pension payment will stop.
- Depending on various factors (their plan, how long they worked, etc.), the employee may or may not earn additional credited service during re-employment.
- When the employee retires again, their monthly pension payment will equal the amount they were receiving when they returned to work plus any additional benefit they may have earned during reemployment.

PLEASE NOTE: You are strongly encouraged to contact the benefit providers listed below at least one month prior to ending your DSS employment to discuss your benefits.

BENEFIT PROVIDER CONTACT INFORMATION

MOSERS – Missouri State Employees’ Retirement System

907 Wildwood Drive

PO Box 209

Jefferson City, MO 65102-0209

Phone: (573) 632-6100 or (800) 827-1063

Fax: (573) 632.6103

Email: mosers@mosers.org

Web: www.mosers.org

Resources: [MOSERS’ Ready to Retire webpage](#)

[Destination Retirement Checklist](#)

[Impact of a Layoff on MOSERS Benefits - Employee Chart - Layoff](#)

MEDICAL INSURANCE

Missouri Consolidated Health Care Plan (MCHCP)

832 Weathered Rock Court

PO Box 104355

Jefferson City, MO 65110-4355

Phone: (573) 751-0771 or (800) 487-0771

Fax: (866) 346-8785

Web: www.mchcp.org

Resources: [Termination of Employment – State Members](#)
[Layoffs – State Members](#)

BASIC/OPTIONAL LIFE INSURANCE

MOSERS – Missouri State Employees' Retirement System

907 Wildwood Drive

PO Box 209

Jefferson City, MO 65102-0209

Phone: (573) 632-6100 or (800) 827-1063

Fax: (573) 632.6103

Email: mosers@mosers.org

Web: www.mosers.org/members/life-insurance

Resources: [Basic & Optional Life Insurance Handbook](#)
[The Standard – Benefits at a Glance for MOSERS Members](#)

VOLUNTARY LIFE INSURANCE

MoVLIC – Missouri Voluntary Life Insurance Contractor

1100 Main Street, Suite 1850

Kansas City, MO 64105

Phone: (866) 668-5421 or (866) 891-4149

Fax: (816) 531-7503

Email: dmeyer@mhgmovlic.org

Web: www.mhgmovlic.org

LONG-TERM DISABILITY INSURANCE

MOSERS – Missouri State Employees' Retirement System

907 Wildwood Drive

PO Box 209

Jefferson City, MO 65102-0209

Phone: (573) 632-6100 or (800) 827-1063

Fax: (573) 632.6103

Email: mosers@mosers.org

Web: www.mosers.org/members/long-term-disability

Resources: [Long-Term Disability Insurance Handbook](#)
[The Standard – Benefits at a Glance for MOSERS Members](#)

DEFERRED COMPENSATION

MO Deferred Compensation
3349 American Avenue, Suite A
Jefferson City, MO 65109
Phone: (573) 893-1053 or (800) 392-0925
Fax: (573) 893-1059
Web: www.moderredcomp.org
Resources: [Withdrawal Options Guide](#)

CAFETERIA PLAN

Missouri State Employees' Cafeteria Plan (Central Bank/ASI)
PO Box 858
Columbia, MO 65205-0858
Phone: (573) 442-3035 or (800) 659-3035
Email: asi@asiflex.com
Web: www.mocafe.com

MISSOURI'S 529 EDUCATION PLAN

MOST - Missouri's 529 Education Plan
PO Box 219212
Kansas City, MO 64121-9212
Phone: (888) 414-6678
Email: most529@missourimost.org
Web: www.missourimost.org

MISSOURI STATE EMPLOYEES CHARITABLE CAMPAIGN (MSECC)

State retirees may authorize contributions to the MSECC from their monthly retirement benefit payments. For more information, refer to the [MSECC](#) website.
PO Box 809
Jefferson City, MO 65102
Phone: (573) 751-6846
Web: www.msecc.mo.gov

SOCIAL SECURITY

If you are age 62 or older, contact the [Social Security Administration](#) to determine your benefit options. Before visiting your local Social Security office, determine what documents you will need when applying for Social Security benefits.

Social Security Administration
Phone: (800) 772-1213
Web: www.socialsecurity.gov

DSS CONTACTS

DSS Human Resource Center

221 West High Street

PO Box 1527

Jefferson City, MO 65102

Phone: (573) 751-4244

Email: HRC@dss.mo.gov

Text Telephone: 1-800-735-2966

VOICE: 1-800-735-2466

DSS Division of Finance and Administrative Services (DFAS) - Payroll Unit

615 Howerton Court

PO Box 1643

Jefferson City, MO 65102

Phone: (573) 751-4895

Email: DSS.DFAS.PayrollUnit@dss.mo.gov

Text Telephone: 1-800-735-2966

VOICE: 1-800-735-2466