



POST EMPLOYMENT HR – Payroll - & Benefit Information

EMPLOYEE BENEFITS

Please be aware that LMG does not send termination information to our benefit carriers until after the last day of work. If you provide advance notice of your termination, benefit carriers will not receive that information until after your last day of work.

Health – Dental - Vision Benefits: All medical benefits will stop on the last day of work. For example, if your last day is June 2nd, your health, dental and vision benefits would cease on June 2nd at midnight. LMG will pay their portion of the insurance premium for the month and employees are expected to pay their portion as well.

Important Note: Our benefit carriers receive eligibility updates on a weekly basis. This means that if you terminate on a Monday, for example, the health insurance carrier may not receive that data until that Thursday.

Health Spending Account (H S A). ***Please Note. This is only applicable to employees who were enrolled in the high deductible health plan.*** If you were enrolled in the LMG high deductible health insurance plan (Anthem Lumenos HSA) any funds in your Health Savings Account will remain in your account but further contributions will stop. Under Federal law individuals may not contribute to a Health Saving Account unless they are enrolled in a qualified high deductible health plan. The monies in the account will remain and may be used for qualified expenses, regardless of the health insurance plan you are enrolled in. You just cannot contribute unless you are actively enrolled in a qualified plan. You will receive statements from the Health Spending Account vendor within two weeks of your last day working with LMG.

COBRA Benefits: Our third-party COBRA administrator (American Benefits Group) will send you a notification of your COBRA rights directly to your home address. Please be sure that LMG Human Resources has your most current address on file.

Group Life Insurance: Your group life insurance coverage will stop on the day your employment with LMG ends.

Long-Term Disability: Your coverage under the group long-term disability insurance will stop on the day your employment with LMG ends.

Voluntary Life Insurance: Your voluntary life insurance policy(s) will stop at midnight on your last day of employment with LMG. If your policy(s) has been in place for 12 full months, you will receive information on portability that will be sent directly to your home address. Reliance can be contacted directly at 800-351-7500 / www.reliancestandard.com.

401(k) Plan: Within two weeks of your termination, you will receive information in the mail from Vanguard outlining how your 401k plan may be affected by your termination. It will

review how to access your funds, maintain your funds in the current plan or transfer your funds to another plan. All questions concerning your options, please contact Vanguard directly at 1-800-523-1188 / www.vanguard.com.

Aflac: Your Aflac policy(s) will end on your last day of employment with LMG. You will be sent a letter to your home address directly from Aflac regarding your policy(s). If you have any questions on portability of these plans you can contact Maryum Hassan

Maryum Hassan

Client Relations Specialist

Voluntary Benefits Department

P: 443-731-3184 | F: 410-942-0026 | Maryum.hassan@nfp.com | NFP.com

Pre-Paid Legal Services, Inc.: Services under the pre-paid legal services coverage will stop at the end of the month in which your employment with LMG stopped.

YOUR PAYROLL INFORMATION

Your final pay check will be a live check.

To access your paystubs after leaving LMG you may register at www.ipay.com.

How to Register on ADP iPay Statements

1. Go to <https://ipay.adp.com>
2. Click on “Register Now”.
3. Enter the **Self Service Registration Pass Code** which is: **LMGDoctors-0222**

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you forget your user ID or password.

Upon completing the registration process, you may access your pay statements at <https://ipay.adp.com>.

If you have questions regarding your benefits, please contact Maggie Colucci at 703-737-6033 or mcolucci@imgdoctors.com