



## UNBENEFITED EMPLOYEE

# Separating from City Service

*Information and resources regarding Deferred Compensation and Unemployment. Please review carefully to understand what to expect and actions to consider when planning to leave City service.*

**REMINDER:** Please ensure that a [Notice of Separation](#) has been submitted to Human Resources by your department prior to your last day worked. This will ensure the transition is timely.

## Information for Separating Employee

### Payroll

- **Last Paycheck:** Your last active paycheck will be paid as outlined on the [City's Payroll calendar](#).
- **Final Payout Check:**
  - Your final payout check, if owed, will include any pay-outs owed for vacation and compensatory leave time and will be issued within 2 pay periods after your job status change has been updated in PeopleSoft.
  - **Vacation/Compensatory Time Payout Options:** If you already have funds in the Voluntary Deferred Compensation 457 Plan, you may choose to contribute all or a portion of your vacation/compensatory leave payout from the final paycheck up to the applicable annual limit per IRS rules. (This option is not available for the Deferred Compensation PTC Plan or Tier 3 401a Plan.) You **MUST** submit the [Leave Payout Deferral Form](#) **PRIOR TO** your separation date.

These paychecks will be delivered in the same way you have been receiving your paycheck. For example, if you have direct deposit for all your paychecks, you will receive your last active paycheck via direct deposit. If you plan to change or close your current direct deposit bank account(s) that receive your paychecks, please update your account information via eWay prior to your separation. Please note: if your direct deposit account is inactive, it will delay receipt of your final check. Your pay stub will be mailed to your current address on file. Please ensure that your address information is updated via eWay. (See the section below on updating contact information).

### Deferred Compensation (457, PTC, and 401a) Plans

You have the following options:

- **Keep your money invested in the Plan.** You will continue to have the ability to change investment options within the plan and have access to Voya representatives for assistance and information. You may withdraw all or a portion of the account at any time in the future by contacting Voya.
- Upon 30 days after your separation date, request all or a portion of your money for distribution.
- Roll money over to other qualified plans (e.g., IRA, 401(a), 401(k), 403(b) or another 457 plan)

**If account Balance is less than \$1,000:** On a semi-annual basis, Voya will send cash-out letters to account holders. The letter will give you the following options: Receive a lump sum distribution of the account balance or roll money over to other qualified plans. A mandatory lump-sum distribution will be sent automatically to the participant's home address if no other election is made.

To request a distribution or rollover, call Voya at (800) 584-6001 or go online to [www.voyaretirementplans.com](http://www.voyaretirementplans.com).

## □ Unemployment Benefits

Employees who are separating from City service involuntarily or due to lay-off may file for unemployment with the California Employment Development Department (EDD).

- File your claim by calling (800) 300-5616 or visit the website [www.edd.ca.gov](http://www.edd.ca.gov) to submit your claim online.
- The EDD website [www.edd.ca.gov](http://www.edd.ca.gov) provides detailed information about unemployment qualification, how to apply for benefits and extension of benefits.
- EDD makes the determination regarding who is qualified to receive unemployment benefits and the benefit payment amount.

## □ Updating Contact Information

**Prior to leaving employment with the City of San José**, please make sure your home and e-mail address and telephone numbers are up to date. You can update this information through eWay. If you are planning to move and know your new address, you can update this on eWay with a future date.

To keep your e-mail/home addresses and telephone numbers current after you leave, contact HR by emailing [Human.Resources@sanjoseca.gov](mailto:Human.Resources@sanjoseca.gov) with the old and new information. Call the HR main number at (408) 535-1285 if you need assistance.

Retirement Services and Voya maintain separate databases for contact information on former employees. Please contact each of them separately to update your contact information after you have terminated employment.

## Contact Information

### **Unemployment Office**

Phone: (800) 300-5616  
Online claim: [www.edd.ca.gov](http://www.edd.ca.gov)

### **Work2Future –**

**Job Search & Career Assistance**  
Phone: (408) 794-1100  
Website: [www.work2future.org](http://www.work2future.org)

### **Payroll Services**

Phone: (408) 535-7070  
Fax: (408) 292-6489  
Email: [paysuper@sanjoseca.gov](mailto:paysuper@sanjoseca.gov)

### **Human Resources**

Phone: (408) 535-1285  
[Human.Resources@sanjoseca.gov](mailto:Human.Resources@sanjoseca.gov)

### **Voya Deferred Compensation**

Phone: (800) 584-6001  
Website: <http://sanjose.beready2retire.com/deferredcompensation@sanjoseca.gov>