
Information for Contractual Staff

Please carefully review the following information and retain this document for your records.

Final Paycheck

Complete and submit your final timesheet before leaving on your last day of work.

Your final paycheck will be processed according to the current banking information in the Payroll Online Service Center (POSC) so please be sure to update your personal information with the POSC prior to your last day of work.

Health Benefits Information

If you are currently enrolled in Maryland State Health Benefits, your elected healthcare will remain active until **the end of the month in which you separate from employment**. You and/or your dependents may be eligible to continue your health benefits for a timeframe determined in accordance with federal regulations.

Within the next few weeks, you will receive information from the Department of Budget and Management's Employee Benefits Division (EBD) regarding your options to continue your health coverage under COBRA. COBRA forms can be accessed by visiting:

[https://dbm.maryland.gov/benefits/Documents/COBRAEF25_20241007_Interactive_ADA%20\(1\).pdf](https://dbm.maryland.gov/benefits/Documents/COBRAEF25_20241007_Interactive_ADA%20(1).pdf).

Paid Leave Balance

Any unused paid leave will be forfeited.

If you are rehired by the State within 37 weeks after separation any unused accrued Paid Leave shall be reinstated.

Term Life Insurance

If you are currently enrolled in term life insurance, you may be eligible to transfer or convert your life insurance upon separation. You have 31 days from the date of separation to transfer or convert. Contact MetLife at 1-866-574-2863 for more information.

Maryland Supplemental Retirement Plans (401a, 401k and 457 Plans)

For information regarding supplemental retirement contributions, please contact Nationwide Retirement Solutions Customer Service Center at 1-800-545-4730 or go to: <https://www.marylanddc.com>.

Financial Disclosure

If you are required to file a Financial Disclosure statement with the Maryland State Ethics Commission, you

must submit a statement of termination within 60 days of leaving that position. For more information, please call 410-260-7770 or go to: <https://efds.ethics.maryland.gov>.

State-Issued Equipment and Devices

All state-issued equipment and devices must be properly returned prior to your departure. Please consult with your supervisor.

State and MSDE Systems Access

You will no longer have access to any State and/or MSDE systems after your last day of employment at MSDE. This includes, but is not limited to, Workday, email, OneDrive, and Google. Address any sharing issues and download any personal files prior to your last day of employment.

Availability of Unemployment Compensation

The Maryland Department of Labor provides a [Notice of the Availability of Unemployment Compensation](#). Visit the Department of Labor [website](#) or call a Claims Center at 410-949-0022.

Employment Verification

All employment verification requests can be emailed to humanresources.msde@maryland.gov.

Exit Survey

As part of our continuous improvement efforts, we request that you complete our [exit survey](#), which will provide valuable insights to help enhance our workplace for current and future employees.

Please contact Human Resources at humanresources.msde@maryland.org or (410) 767-0019 with any questions.