

IMPORTANT INFORMATION TO KNOW FOR DISPLACED WORKERS

Priority Applicant Status – Keshia Lovelace, (501) 320-7596, LSLovelace@uams.edu

OHR, Talent Acquisition, has a dedicated Senior Recruiter, Keshia Lovelace, who is ready to assist affected employees with updating their resume and providing interviewing tips. You will receive priority status in the selection process for a minimum of three months from the date of notification.

- As jobs become available, apply for all jobs in which you are interested and qualified at <https://jobs.uams.edu>. Once on our Careers page, click the “search job” button. This will take you to the page where all open positions can be searched for by key word, category, position type or location. After you have found the position you wish to apply for, click *Apply for this Job Online*. **You should create an application profile using your personal email address and not use any profiles previously created under your UAMS email address.**
- You may also sign up for job alerts in the category of jobs in which you’re interested by clicking on the grey *Sign up for UAMS Job Alerts* button in the upper right-hand corner of the jobs site.

Benefits Inquiries and Terminal Vacation Pay - Michael Yang, (501) 686-7081, mayang@uams.edu

- For detailed benefit information, you can visit: <https://hr.uams.edu/benefits/> - What happens when I become ineligible for benefits
- See attached Benefits “To Do” Checklist.
- You will be paid for your vacation, birthday and holiday leave balance on a separate payroll deposit after you leave UAMS. The maximum payout is a combined 240 hours (30 days). This process takes about two weeks once the clearance process is finalized. The check will be directly deposited to your bank account.
- If your vacation/annual leave is paid out, you will not be able to return to University employment until the number of days for which you received vacation/annual leave compensation has expired. Employees rehired or transferring to another State agency or institution may transfer all accrued annual leave. Please refer to UAMS Administrative Guide 4.6.04.

Immigration Services – Courtney Digby, (501) 686-7073, cadigby@uams.edu

- If you are on a nonimmigrant visa status, the UAMS Immigration Services team members can meet with you to provide resources and information on your immigration options after your position ends.

Unemployment - Danielle Dowthard, (501) 686-7083, DPDowthard@uams.edu

- You are eligible to file for unemployment after your last day of paid employment. Please be sure not to file for unemployment prior to that date because the Department of Workforce Services (DWS) considers it fraud to be paid from UAMS and DWS at the same time. You can apply online for this benefit at <https://dws.arkansas.gov/workforce-services/unemployment/arkansas-claim-help/> or you can visit one of the local DWS office locations.

Employee Assistance Program - 1-800-542-6021, www.uams.edu/eap

- The Employee Assistance Program is a benefit provided to you at no cost for **60 days** past your last day of employment. They can be reached at 1-800-542-6021 and more information is available at www.uams.edu/eap.

W-2 and Employment References – OHR, Solution Center, (501) 686-5650, AskHR@uams.edu

- **W-2:** Your W-2 form will be mailed to your home address. If you move, please be sure to contact our office to change your address.
- **Employment References:** UAMS is a **neutral** reference institution. You can have future prospective employers verify employment data by calling the Work Number at 1-800-367-5690 or visiting their website at www.theworknumber.com. Please reference Employer Code 12769.