



## LEAVING SMU

### EMPLOYEE Frequently Asked Questions

#### 1) How much notice should I give if I decided to resign?

Per Policy 9.16, exempt employees should give one month notice and non-exempt employees should give two weeks notice.

#### 2) I'm leaving the University, what do I need to do?

Employees leaving the University should first notify their supervisor in writing and give a last day of employment. Employees should then contact Human Resources (8-3311) to setup an exit interview. During the exit interview the employee and the Benefit Representative will discuss what the employee can expect with respect to his/her benefits and pay. They will need to provide a copy of the resignation letter to HR, a current mailing address for the W-2 to be mailed, and turn in all University property.

#### 3) What happens to my benefits when I terminate?

If you are paid on a monthly basis, your benefits remain in effect through the end of the current month. If you are paid bi-weekly your Benefits remain in effect through the end of the current pay period. Following your Benefits Termination date, you will have an opportunity to continue Medical and Dental coverage through COBRA. [Click here](#) (will add link) for more information (we will add link).

#### 4) What happens to my Flexible Benefits Accounts when I terminate?

Your account(s) will remain available to you for expenses incurred prior to your Benefits Termination date. You have until the end of March of the following year to file your claims with Ceridian.

#### 5) What happens to my retirement accounts when I terminate?

Your 403(b) account(s) will remain with the investment company(ies) you selected (i.e., TIAA-CREF, Vanguard, Fidelity) until you take action to have your account balance(s) transferred or rolled over. [Click here](#) (will add link) for more information and the transfer/rollover forms.

#### 6) Am I, or my dependents, still eligible for the tuition benefits if I terminate?

If you and/or a dependent are currently taking courses when you leave SMU, you will continue to be eligible for Tuition Benefits for those courses. You will not be eligible to apply for additional Tuition Benefits.

#### 7) Will I be paid for unused vacation and sick days upon termination?

Assuming all debts to the University have been paid in full, you will be paid for up to 10 unused vacation days. You will receive your vacation pay in a separate check - which will be processed with the pay period following your final pay period. Unused sick days are not paid following termination of employment.

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#### 8) Do I have to complete an exit interview?

All employees leaving SMU should complete an exit interview.

#### 9) How do I setup an exit interview?

Call Olivia Holguin at ext 8-2072.

#### 10) What will happen to my email account if I am an alumni?

Employees who are also alumni will be able to keep their email account when they terminate employment with the University.

#### 11) What about my last paycheck?

When you leave SMU, you may still receive one or two paychecks following your last day of employment. Your net pay will be directly deposited into your bank account as usual.

However, your SMU network access will be disabled when you leave, which means you will not be able to view your pay statements online. Instead, you will receive a direct deposit statement in the mail for each payment you receive after your employment at SMU ends. Before you leave SMU, please review your address in [Access.smu.edu](http://Access.smu.edu) and update it if necessary.

#### **Non-exempt (biweekly-paid) employees**

Since SMU pays its non-exempt employees one week after the pay period ends, you may still be owed wages for the current and/or previous pay period.

Any wages owed to you will be processed with the regularly scheduled payrolls. For example, if you leave on a Friday that marks the end of the first week of the pay period, your wages will be processed with the next regular payroll when the pay period ends. Your net pay will be directly deposited into your bank account on the scheduled pay date (the following Friday). In this scenario, you will be paid two weeks after you leave SMU.

In a different example, if you leave SMU at the end of a pay period you will be paid for your wages one week later on the regularly scheduled pay date.

#### **Exempt (monthly-paid) employees**

SMU pays its exempt employees "current" so there should not be any additional wages owed to you when you leave. However, sometimes HR and Payroll do not know of your leaving until after the monthly payroll has been processed, and the amount processed for you could be incorrect. In this case,



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you will be issued a negotiable (“live”) check instead of having your net pay directly deposited. The check will be mailed to the address that appears on your pay statements.

#### **Payroll Deductions**

All regular payroll deductions remain active for the final payment of wages owed to you. Your benefits coverage remains in effect until the end of the pay period, so you will have your benefits premiums deducted in full – regardless of your actual termination date.

When you leave SMU, you may owe the University some money for outstanding fines or fees, unsubstantiated travel advances, etc. Therefore, you may have a one-time miscellaneous deduction from your paycheck to satisfy your account balance.

#### **Payment for accrued vacation hours**

If you are eligible to be paid for accrued vacation hours, that payment will be processed with the next regular payroll **following** the final payment of wages owed to you. This applies to exempt and non-exempt employees. You will receive a direct deposit statement in the mail, providing you with the details of the transaction.

There will be no deductions from the vacation payout unless something was not deducted from the final payment of wages owed to you. Typically, this would be a deduction resulting from miscellaneous charges on your SMU account (parking or library fines, travel account balances, etc.).

#### **12) If someone needs to verify my employment at SMU, who do they contact?**

Your employment can be verified by contacting the Department of Human Resources at 214-768-3311. HR will release only your dates of employment and job title. If your salary must be verified, HR will request a signed release form stating that you authorize HR to release salary information.