

Leaving SMU

Faculty Frequently Asked Questions

1. What happens to my medical, dental and vision coverage when I leave?

If you are leaving at the end of the calendar year, medical, dental and vision coverage (if currently enrolled) remains in effect until December 31. If you are leaving at the end of the academic year, coverage remains in effect until July 31.

You will have an opportunity to continue your medical, dental, and vision coverage through COBRA. You will receive a COBRA enrollment packet no later than two/three weeks after your termination date. If you do not receive your COBRA packet from Health Care Services please call 888-541-7107.

2. What happens to my Flexible Spending Account(s) when I leave?

Your Health Care FSA will remain available to you for expenses incurred prior to your separation date. You must file any claims with Discovery Benefits within 60 days of your separation. If you have not yet accumulated claims equal to your annual election for the Health Care FSA, you may elect continued FSA coverage through COBRA. A COBRA election extends the time during which you may incur claims.

If you are enrolled in a Dependent Care FSA, you must file any claims with Discovery Benefits within 60 days of your separation.

- Discovery Benefits can be reached at 866-451-3399.

3. What happens to my Health Savings Account (HSA) when I leave?

Provided you have activated/opened your account prior to leaving the University, the funds you have contributed to your HSA are yours and you are able to use them after leaving. If you have not activated/opened your account prior to leaving the University, some or all of the contributions you have made may be refunded to you as earnings. SMU will no longer pay the administrative fees associated with your account once you leave the University.

- Contact BenefitWallet at 877-635-5472 for more information.

4. What happens to my 403(b) Retirement Account when I leave?

Your 403(b) account will remain with Transamerica Retirement Solutions until you take action to have your account balance distributed or rolled over. If you have a 403(b) account with TIAA, be sure to contact TIAA immediately so you understand what options you have for account rollover/distribution.

- Transamerica Retirement Solutions:
 - Call Todd Hutson at 214-768-7504
- TIAA CREF:
 - Call Joy Doss at 972-745-9867

5. What happens to my Emeriti Health Account when I leave?

If you have completed seven consecutive years of employment with SMU, your Emeriti Health Account is fully vested and you will have access to all funds in your account after you leave SMU. If you have less than seven years of service when you leave, SMU contributions will be forfeited. You will have access to your contributions and associated investment earnings.

Your Emeriti Health Account must remain with TIAA after you leave SMU. SMU will no longer pay the monthly and quarterly administrative fees so you should begin using the funds in your account (for qualified health care expenses) as soon as possible.

You will find detailed information on the Emeriti website: www.emeritihealth.org. If you have any questions call the Emeriti Service Center at 1-866-EMERITI.

- Health Account balance & investment questions (TIAA): Press 3
- Health Account reimbursement questions (CBIZ): Press 2

6. What happens to my Group Life Insurance when I leave?

Basic Group Life Insurance provided by SMU ends on your employment termination date. If you are enrolled, voluntary Supplemental Group Life, Spouse Life, and Dependent Life insurance coverage ends on the last day of the pay period in which your termination date falls.

You have the option to convert all or part of your coverage to an individual policy. If you are considering conversion, please contact The Standard Service Center (866-623-0622) as soon as possible. You have 31 days from your termination date to apply for conversion. Please be aware conversion rates for individual policies are very expensive.

7. What happens to my Accidental Death & Dismemberment Insurance (AD&D) when I leave?

If you are currently enrolled, voluntary AD&D insurance ends on the last day of the pay period in which your termination date falls.

You have the option to convert to an individual policy. If you are considering conversion, please contact The Standard Service Center (866-623-0622) as soon as possible. You have 31 days from your employment termination date to apply for conversion.

8. What happens to my Long Term Care (LTC) Insurance when I leave?

LTC insurance is fully portable. If you are currently enrolled, you may continue your LTC coverage after leaving SMU (at the same premium rates you are currently paying) by contacting your LTC insurer to arrange ongoing premium payments. If you wish to continue coverage, be sure to contact your insurer(s) immediately to avoid an interruption in coverage.

- CNA Customer Service: 800-528-4582
- LifeSecure Policyholder Services: 888-575-8246

9. Am I, or my dependents, still eligible for Tuition Benefits if I leave?

If you and/or a dependent are receiving Tuition Benefits when you leave SMU, please email tuitionbenefits@smu.edu with any questions.

10. When will I receive my last paycheck?

You elected to be compensated for your contract on a ten or twelve month basis. If you have elected the ten month option, your last date of compensation will occur on the last business date of your current contract. If you have elected the twelve month option, your last date of compensation will occur on the last business date of July.

You will retain limited access to payroll information (pay statements and W-2) if you consented to online W-2 receipt prior to leaving SMU. Limited payroll information access will continue for 7 months beyond the tax filing deadline.

If you do not consent to online W-2 prior to leaving, your SMU network access will be completely disabled as of your termination date and 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. Please be sure to print prior pay statements or consent to online W-2 prior to leaving.

Payroll Deductions: All regular payroll deductions remain active for the final payment of wages owed to you.

Address Change: Before you leave SMU, please review your address in Access.smu.edu and update it if necessary. If your address changes after you leave SMU, please email payroll@smu.edu.

11. If someone needs to verify my employment at SMU, who should they contact?

Your employment can be verified by contacting the Department of Human Resources at 214-768-3311. HR will release only your date of employment, date of termination 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.