



If you are enrolled in a Dependent Care FSA, your balance will continue to be available for reimbursement of eligible services provided at any time within the current calendar year.

- Wex can be reached at 866 451 3399.

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.

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

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.

Please be aware conversion rates for individual policies are very expensive.

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 LifeSecure to arrange ongoing premium payments.

- LifeSecure Customer Service: 888 575 8246 or email [phs@yourlifefecure.com](mailto:phs@yourlifefecure.com).

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 Mutual of Omaha to arrange ongoing premium payments.

- Mutual of Omaha Customer Service: 1 877 894 2478 opt 2

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.

When you leave SMU, you will receive one or two paychecks following your last day of employment. Your net pay will be directly deposited into your bank account as usual. Following is important information you should be aware of:

- Your SMU network access will be disabled when you leave 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 refer to the Payroll FAQ site if you have any questions regarding your W 2: [www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Payroll/InformationAndFAQs/ElectronicW2\\_](http://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Payroll/InformationAndFAQs/ElectronicW2_)

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 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.

