

7) What are my responsibilities with regard to time reporting and approval?

You, or the department's delegate approver, if applicable, are responsible for monthly time approval for the month of termination and all prior months.

- x Vacation payout **will not be processed** if HR identifies any months for which time off (or Leave Not Taken) has not been reported and/or approved in my.SMU.

8) What happens to an employee's access to buildings, databases, etc., following termination?

Access to buildings and networks will be shut down following termination of employment. The exiting employee must turn in his/her SMU ID, parking-sticker, keys, and any SMU equipment/property he/she may have.

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