

Employees Exiting The College-FAQ's.

This document contains general frequently asked questions for employees exiting the college. A medical and retiree vendor contact list can be found on the Human Resources page under "Forms". Employees with outstanding questions should schedule a meeting James Thornhill, HR Generalist, at jthornhill@sbc.edu.

Technology

What happens to my email upon my exit?

Retired employees and Emeritus faculty retain their email access as part of their transition benefits. All other employee emails are disabled on the last day of employment. Employees with 10 years or more of service may request a 30-day forwarding email message by contacting their direct Supervisor. If approved, a Technology Services work order will need to be submitted under the Service Requests tab on my.sbc.edu, at least one week prior to the employees last day of work.

What should I do with my college issued technology (iPad, Laptop etc.) ?

All technology issued by the college must be returned to the information technology department no later than your last date of employment. Retired employees have an option to purchase their computer. Emeritus employees have the option to retain their computer at no cost. Retired and emeritus employees may submit a Technology Services work order under the Service Requests tab in my.sbc.edu no later than 1 week after graduation to request retention of their computer for pricing and schedule required transitional maintenance.

Benefits

When will my medical insurance end?

The end of the month following your last day of employment. For example, if your last day of employment is June 30, your insurance would end June 30. If your employment ends May 15, your insurance would end May 30.

LD&B will provide Cobra information (health care coverage continuation) to your home address on file within 14 days of the qualifying event (your last day of employment).

What about HSA and FSA?

Employees with Health Savings accounts can continue to utilize the benefit upon departure.

Flexible spending accounts are terminated in LD&B's system upon your last FSA payroll deduction. If you still have a balance in the account, you are able to file manual claims for reimbursement against that amount as long as the services incurred are during the eligible time period.

Use the links below to make purchases of approved items to utilize allocated funds.

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www.fsastore.com

www.hsastore.com

What happens to my retirement contributions?

Your contributions will remain with TIAA or VOYA, unless you choose to roll them over or opt for a distribution of funds. You can contact TIAA or VOYA directly to discuss options.

Can I continue my life insurance?

Yes. Prudential offers options for portability and conversion of your current coverage. You will receive a packet to determine continuation options that you collaborate directly with Prudential upon your exit from the college.

Can I still utilize the FAC or Library?

Retirees and Emeritus faculty will retain employee level access to the FAC and Library. Campus safety will issue a new badge to reflect retiree and emeritus status. All other employees terminating from the college will have the same access as any member of the public.

Are Emeritus faculty provided a campus office?

As an additional benefit to Emeritus faculty, office space can be requested through the Dean's office. The Dean will assign a space based on availability and building optimization. Request for office space must be completed annually prior to graduation for the next academic year.

What are the benefits of a retiree?

- a 10% discount on all merchandise purchased at the Book Shop (except for textbooks)
- use of the athletic facilities and library
- discounted meals at Prothro
- entrance to performances and shows at the Sweet Briar staff/faculty rates
- a tuition-free class each semester, providing there is room in the class (fees and textbooks to be paid by the retiree at normal costs)
- annual retiree celebration

What do I do with my keys, ID, credit card?

Keys, ID's and credit cards can be turned into Cyndi Fein (faculty) your direct Supervisor or the Office of Human Resources. If there are outstanding charges on your credit card, receipts with explanation of the charges must be communicated and turned over to your direct Supervisor prior to your departure.

Payroll

How will I receive my last payment?

You will receive your last payment utilizing the same payment method you currently have on file. You will continue to have access to view your pay stubs and W2 information through the ADP online portal. If you have not signed up for online access, you should do so immediately. If you have a change of address, please email the Office of Human Resources at fgaile@sbc.edu.

Living on Campus

What happens with housing if I live on campus?

Retirees and Emeritus faculty are able to remain in their homes on campus. All other exiting employees are required to vacate housing as outlined in their Lease or Purchase agreement.

Reference/Background Checks

What is the process for verification of my Sweet Briar employment?

With written release from you, the Human Resources Department can verify your dates of employment, title, and salary. A Sweet Briar Release form can be found on the website, under Forms. Email verification can be sent to Faith Gaile, HR Specialist, at fgaile@sbc.edu.