

FAQs for Departing Employees

1. I no longer work at Memorial. How do I access my pay stubs or my T4?

Your access to human resource data such as pay stubs remains available to you through the my.mun.ca portal after you have ended your employment contract. Your ID and password remains as is, and access to the data continues. If you do not remember your user ID and/or your password, simply access the 'Having Problems' tab at the login window and follow the onscreen instructions. There is a possibility that this step may not work if you have not accessed your account for a lengthy period of time following the end of employment. In this instance, contact the Memorial ITS Service Desk at 864-4595 for assistance.

2. How much notice does the university require for an employee to retire?

An employee should provide formal written notice in all cases when planning retirement. In relation to the collective agreement for Marine Institute (MI), staff must provide 30 days' notice to the department head. MI's instructors' agreement states 90 days' notice should be given to your supervisor or department head. If retiring at the end of the academic year, notice should be given prior to April 30. For the other campuses, a minimum two weeks' notice should be provided to your supervisor or unit head. For faculty falling under MUNFA, the collective agreement requires best effort to provide at least six months' notice to the president, vice-president (academic), the administrative head, and at Grenfell Campus, the vice-president. In all cases, once an exit date has been confirmed, your unit must complete the Termination of Employment Notice form at the earliest opportunity to ensure that the Departments of Financial and Administrative Services, Human Resources and Information Technology Services processes are initiated.

3. How do I request a Record of Employment?

To request a ROE, please email MyHR and provide your employee ID number, the date of your last day worked and the name of the department in which you worked. Once requested, your ROE will be generated in approximately one week and forwarded to Service Canada. You will be able to access your ROE by logging into the Service Canada [website](#).

4. What will happen to my email?

Departing Staff

If email service is Exchange or Webmail/IMAP (most staff):

- User is responsible for ensuring they remove all personal matters from their @mun.ca account.
- A copy of the user's mailbox will be taken and stored by the university.
- If the user chooses to retain their @mun.ca email account, the user will receive an empty mailbox on Memorial's Webmail/IMAP email service.
- The expected turnaround time before the empty mailbox is provisioned by ITS is approximately one week after departure from the university.

If email service is Gmail (small number of staff):

- User is responsible for ensuring they do not take Memorial University records, as defined in the university's [Information Management Policy](#), with them post-departure.
- Email deemed university records are to be transferred to the appropriate individual within the university or saved to a departmental shared folder and then deleted from the user's email.
- If the user chooses to retain their @mun.ca email account, the same email service is retained by the user.

Departing Faculty

- User is responsible for ensuring they do not take Memorial University records, as defined in the university's [Information Management Policy](#), with them post-departure.
- Email deemed university records are to be transferred to the appropriate individual within the university or saved to a departmental shared folder and then deleted from the user's email.
- If the user chooses to retain their @mun.ca email account, the same email service is retained by the user.

Student employee using their Student Gmail Account

- User is responsible for ensuring they do not take Memorial University records, as defined in the university's [Information Management Policy](#), with them post-departure.
- Email deemed university records are to be transferred to the appropriate individual within the university or saved to a departmental shared folder and then deleted from the user's email.
- The same email service is retained by the user.

Student employee using an Exchange Account during their employment

- User is responsible for ensuring they remove all personal matters from their mun.ca account.
- A copy of the user's mailbox will be taken and stored by the university.
- Access to the @mun.ca Exchange email will be removed.

5. Can I keep my employee ID?

No, upon termination and on the last day of work, employees will be required to return their employee ID to their supervisor. It is important to note that an employee's final pay will be held until HR receives confirmation that IDs have been returned and access has been removed.

6. What do I do with my keys?

Upon termination and on the last day of work, employees will be required to return all keys to their supervisor. It is important to note that an employee's final pay will be held until HR receives confirmation that all keys have been returned.

7. Can I keep my Memorial BMO procurement card?

No, all procurement cards are the property of the university and must be returned. All outstanding procurement card reconciliations must be approved by your supervisor and submitted with original receipts to the Department of Financial and Administrative Services prior to exiting. Please contact ext. 4576 if you have any questions.

8. Can I keep my Memorial travel card (AMEX or Diner's Club)?

No, all travel cards are issued for employment purposes and must be returned.

9. I currently have an outstanding travel advance, how do I settle the amount?

All travel advances must be cleared with Financial and Administrative Services prior to the last day of employment. All outstanding travel claims relating to those travel advances must be submitted two weeks prior to exiting. Where there is no outstanding travel claim to offset the travel advance, please contact FAS Disbursements to determine the necessary course of action (ext. 2597).

10. I currently have a petty cash float/cash float, how do I settle the account?

All cash floats must be settled and reconciled with Financial and Administrative Services prior to the last day of employment. Receipts should be submitted to FAS and cash balances on hand should be deposited at the Cashier's Office with the necessary paperwork to close out the cash float. Please contact FAS Disbursements to determine the necessary course of action (ext. 2597).

11. Will I retain access to my research grants?

No, access to research grant accounts will be closed. Only those granted adjunct professor or honorary research professor will retain access.