

## Inactivation of Data for Terminated Faculty and Staff

### Human Resources and Payroll Data

- **Benefits Coverage** is inactivated at different intervals, dependent upon the type of coverage the employee has selected. Questions or concerns may be directed to Emory University Benefits at (404) 727-7613.
- **Direct Deposit** data is inactivated for all employees whose employment terminated (through a termination action or retirement) and have not since been an employee in that or any other job with Emory and have not received any paychecks or earnings during the past 120 days. Questions or concerns may be directed to Emory University Payroll at (404) 727-6100.
- **Federal Tax** withholding data is inactivated for all employees whose employment terminated (through a termination action or retirement) and have not since been an employee in that or any other job with Emory during the past 120 days. Questions or concerns may be directed to Emory University Payroll at (404) 727-6100.
- **Leave Accrual** data is inactivated for all employees with accrual records whose employment terminated (through a termination action or retirement) and have not since been an employee in that or any other job with Emory during the past 120 days. Calculate vacation accrual and request vacation payout via Finance Web once termination has been processed. Questions or concerns may be directed to Emory University Payroll at (404) 727-6100.
- **State Tax** withholding data is inactivated for all employees whose employment terminated (through a termination action or retirement) and have not since been an employee in that or any other job with Emory during the past 120 days. Questions or concerns may be directed to Emory University Payroll at (404) 727-6100.

### Return of University Property

- **Emory ID/Prox Cards** can be deactivated by contacting Emory University Campus Services. Supervisors will need to send an email to [cscsc@emory.edu](mailto:cscsc@emory.edu) requesting deactivation. You will need to provide the employee's name, employee ID#, Prox Number (located on back of card), and building name. Questions or concerns may be directed to Emory University Campus Services at (404) 727-7463.
- **Emory P-Card/Emory Travel Cards** can be deactivated by contacting Emory University Payment Services. Questions or concerns may be directed to Emory University Payment Services at (404) 727-5400.
- **Parking Hang Tags** can be deactivated by contacting Emory University Parking Services. Questions or concerns may be directed to Emory University Parking Services at (404) 727-7275.

### Systems Termination

- **University Accounts** may be deactivated by contacting the UTS Helpdesk. Questions and concerns may be directed to Emory University Office of Information Technology at (404) 727-7777.