



EXIT INFORMATION

Paycheck History

You may view/print paycheck stubs via ADP GlobalView or ADP iPay using your current login information. W-2s are available on ADP iPay only.

ADP Global View will be available for 30 days following termination date.
(<https://portal0013.globalview.adp.com/gvfrmwk3/DST.home#/login>)

ADP iPay access will be available for 3 years following termination date. (<https://online.adp.com/ipay/login.html>)

Note: You may access paychecks beginning with the first pay date in October 2015 and your W-2s beginning with 2015 tax year. You can also sign up for the mobile application, ADP Mobile Solutions.

Please contact the HR People Center if you are unable to access your account. Phone: 1-800-874-0174. Email: PeopleCenter@dstsystems.com.

If you have not already registered for iPay, you will need to complete the instructions below:

How to Register for ADP iPay

1. Go to <https://ipay.adp.com>
2. Click on Register Now.
3. Enter the Registration Code: DSTSYSTEMS-123456
4. Enter the following information to validate your identity:
 - Full name
 - Partial Social Security Number
 - Birth Date

You will be prompted to complete registration by answering a few security questions and creating a password. Your answers to the security questions will be used to verify your identity should you forget your User ID or password.

You will be assigned a system-generated User ID sent to the email address you provided during registration. It will normally be in the format of first initial + last name@DSTSYSTEMS. Your password must be at least 8 characters and include at least one alpha and one numeric character.

Paid Time Off (PTO) Payout

You will receive payment for any accrued, unused PTO time on the final paycheck or the next pay cycle following your final paycheck. If you have taken PTO in excess of your accrued amount, the negative PTO balance will be deducted from your final paycheck where state law allows.

Please contact the HR People Center if you have additional questions. Phone: 1-800-874-0174. Email: PeopleCenter@dstsystems.com.

Medical, Dental and Vision Benefits

Medical, Dental and Vision coverage ends on the last day of the month in which you terminate employment. You may elect to continue existing Medical, Dental or Vision coverage through COBRA continuation (in most cases, up to 18 months).

COBRA continuation is administered by Discovery Benefits. Discovery Benefits will mail a formal COBRA Notice to your last known mailing address no later than two weeks following the date your active coverage ends. If you are interested in continuation of benefit(s) coverage, you must respond no later than the deadline(s) indicated in the COBRA Notice mailing. Coverage will be reinstated only after COBRA continuation has been elected timely and premium payments are remitted to Discovery Benefits.

If you have questions regarding COBRA, please call **Discovery Benefits Customer Service** at **1-866-451-3399**.

Flexible Spending Accounts (FSAs)

Dependent Care Spending Account (DCSA)

Your DCSA will end on your termination date. DCSA deduction will not be taken from your final pay check. COBRA continuation is not available for Dependent Care Spending accounts. You may continue to remit claims to Discovery Benefits 90 days after your termination date. Claims must be incurred between the date coverage began (typically January 1st) and your termination date.

Health Care Flexible Spending Account (HFSA) or Limited FSA

Your HFSA or Limited FSA will end on the day of your termination, and your debit card will be deactivated at the time coverage ends. HFSA or Limited FSA deduction will not be taken from your final pay check. If at the time of termination you have contributed more to the account than you have used for healthcare expenses, you have the option to elect COBRA continuation through the end of the calendar year in which your employment terminates.

If COBRA is NOT elected - you may continue to remit claims 90 days after termination date for expenses incurred between the date coverage began (typically January 1st) and your termination date.

If COBRA IS elected, you will be able to extend the date in which claims may be incurred by one month for each month COBRA premiums are remitted. It is important to know that your monthly COBRA contribution to the FSA uses after-tax dollars. Additionally, your monthly COBRA contribution will include a 2% administration fee.

For questions regarding COBRA eligibility and how to elect COBRA continuation for the HFSA or Limited FSA, please contact **Discovery Benefits Customer Service** at **1-866-451-3399**.

DCSA and FSA

Claims may be submitted online at <https://discoverybenefits.com>. You are encouraged to remit final claims as soon as practical; however, you may file for reimbursement 90 days after termination date. If you neglect to file for reimbursement within 90 days, your claim for reimbursement will be denied. For questions regarding eligible Flexible Spending Accounts, please call **Discovery Benefits Customer Service** at **1-866-451-3399**.

Health Savings Account (HSA)

Contributions to the HSA through the payroll system will end on the last pay cycle for which healthcare deductions are taken. Your HSA is owned by you and any balance is yours. SS&C DST will report your termination of employment to HSA Bank. Your HSA Bank account will no longer be tied to SS&C DST, meaning you may be responsible for the fees associated with having the account.

For questions regarding continuing eligibility for making deposits to the HSA, please contact your tax advisor or refer to IRS publication 969 regarding HSA. For questions regarding your HSA balance, administrative fees, or your investments within the HSA, please contact **HSA Bank** at **1-800-244-6224**.

Life Insurance & Accidental Death & Dismemberment (AD&D)

Basic Life, Supplemental Life, and AD&D will end on your termination date. AD&D benefits cannot be continued. This provides you with notice that you may be eligible to port or convert your basic and your optional life coverage(s). You must complete an application and apply for these options within 31 days of your coverage termination.

For more information on conversion, please contact **Reliance Standard** at **1-800-351-7500**.

Long-Term and Short-Term Disability Plans

Your coverage under SS&C DST Long-Term Disability and Short-Term Disability plans will terminate on your last day of employment.

Retirement Benefits

Upon termination of employment, you are eligible for a distribution of your balance in the 401(k) Plan. Fidelity will send you a packet 7 - 10 days after your termination with information regarding your options for distribution. You will continue to have access to your account online at www.401k.com. If you need assistance accessing your account, or have other questions regarding your account balance or distribution options, contact **Fidelity** at **1-877-833-9900**.

Note: You will be 100% vested in the employer contribution portion of your account.

Transportation/Parking

Your transportation or parking benefit will end on the last day of the month in which you terminate. This benefit deduction is not prorated if you leave the organization mid-month.

Note: Employees located in Kansas City will need to return transponders and hangtags to Mid Con Management.

MidCon Management
220 W 10th Street
Kansas City, MO 64105
Interoffice Mail: CT01
Phone: 816-471-3276
Email: DSTParking@midconmgmt.com

Employee Assistance Program

Access to the employee assistance program (EAP) ends on your termination date.

Stock Options

If you were awarded stock options during your employment at SS&C DST, you will have 90 days to exercise any vested options after your termination date. Any further questions should be directed to **Morgan Stanley** at **1-888-643-6046**.

Unemployment Benefits

You may apply for unemployment benefits through the State Unemployment Office. The State determines whether someone is eligible to receive unemployment benefits.

Company Credit Card/Purchasing Card Information

Please be advised that we have canceled your company credit card, if applicable. Your rights to use the card(s) have ended. Immediately discontinue all use of the card(s) and shred them, if you have not already done so.

In addition, you must immediately reimburse SS&C DST for any personal charges that you might have charged on the card(s). If you have any questions, please contact **DST Accounts Payable** at **816-435-5387**.

Verification of Employment

The Work Number is an automated service that provides instant employment verification. This fast, secure service can be used anytime, anywhere – available 24 hours a day, 7 days a week. Depending on what information is needed, the requester will conduct either a Proof of Employment or Proof of Employment plus Income verification. Your salary information will not be released without your authorization. If you have any questions, contact **The Work Number Client Service Center** at **1-800-996-7566**.

DST Systems, Inc. Employer Code: 11642

The Work Number Access Options:

- www.theworknumber.com
- 1-800-367-5690

Proof of Employment – Verify Dates of Employment

Simply give the person needing proof of your employment your Social Security Number, DST's Employer Code, and The Work Number Access Options.

Proof of Employment Plus Income Verification – Verify Dates of Employment AND Payroll/Salary Information

Create a "salary key" by calling 1-800-367-2884 or accessing The Work Number website. Provide the person needing proof of employment plus income with the following information:

1. Go To www.theworknumber.com
2. Select "I'm an Employee"
3. Select "Enter Site"
4. Enter the Employer Code (11642) and select "Log In"
5. Select "I want to provide proof of employment and income"
6. Enter your User ID – this is your Social Security Number and select "Continue"
7. Enter your PIN –your Default PIN is last 4 digits of your SS# followed by your 4 digit birth year (i.e. 12341974) and select "Log in"
8. Select "Create a Salary Key"

9. Select "Create Another Salary Key"
10. Write down the six-digit number

Provide the person requesting the salary key with the following information:

- Your Social Security Number
- DST Systems, Inc Employer Code: 11642
- Your salary key

Social Service Agencies:

Agencies must register with The Work Number at www.theworknumber.com or 1-800-996-7566. Provide the person needing proof of your employment and/or income verification with your Social Security Number, DST's Employer Code, and **The Work Number** website or **1-800-660-3399**.

Address Changes

Employees leaving the company are responsible for notifying SS&C DST about address changes. If such information is not received, benefits information and W-2s will be sent to the most current address on file. You may forward your change of address to SS&C DST via email or mail.

Via Email:
peoplecenter@dstsystems.com

Via Mail:
DST Systems, Inc.
Attn: Human Resources
333 W. 11th Street, 1st Floor
Kansas City, MO 64105

Returning Company Property

You will receive instructions on how to return company property in your exit email from Human Resources. If you have any additional items to return after you have left the organization, please send those to the following address:

DST Systems, Inc.
Attn: Enterprise Services
7201 E 64th Court
Kansas City, MO 64133

Obligations to Protect SS&C DST and Client Information and Continue to Comply with SS&C DST Policies

All non-public information concerning the business, employees, clients, software, technology, data and systems of SS&C DST and its affiliates is confidential and proprietary to SS&C DST, and SS&C DST is obligated to protect the information of its clients and their customers. You may not use or disclose any such information, even after your employment terminates. You have obligations under our Business Ethics and Legal Compliance Policy, Communications and Acceptable Use Policy and Insider Trading Prevention Policy that remain in effect even after your termination of employment. For example, you may not trade on material, nonpublic information you learned during the course of your employment or disseminate or post, on social media or otherwise, offensive, hostile, maliciously false, defamatory, or unprofessional comments about SS&C DST, its associates, or entities with which it does business. SS&C DST will actively enforce its policies including its rights to protect confidential and proprietary information.