



OFFICE OF EMPLOYEE SERVICES

Dear Employee:

Thank you for the time you have dedicated to TAMUK. We wish you the best in your future endeavors.

Included are documents that pertain to your separation. You are also invited to schedule an appointment with an HR representative to complete the documents listed below and ask questions. You can schedule an appointment by calling Human Resources at 361-593-3705.

Employee Exit Checklist – Staff/Faculty: Completed by staff and faculty. Please return to HR on or before your last day of work.

Employee Exit Checklist – Supervisor: Completed by your supervisor. Please return to HR on or before your last day of work.

Sick Leave Pool Form: Complete the top portion of this form to donate sick leave hours. You can see how many hours you have on your Workday profile under “Time Off”. Please return to HR on or before your last day of work.

TDA (Tax-Deferred Annuity): Complete this form if you are enrolled in a TDA. You can see if you are contributing to a TDA by going to your Workday profile under “Benefits”. Please return to HR on or before your last day of work.

TRS (Teacher Retirement System of TX): Complete this form if you are enrolled in TRS. A notary public must sign the second page of this form. You can see if you are contributing to TRS by going to your Workday profile under “Benefits”. Mail this form to *Teacher Retirement System of Texas, 1000 Red River St., Austin, TX 78701-2698*.

Important Notices

COBRA

Insurance coverage is effective until the last day of the month in which an employee works. COBRA gives employees and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for a limited period of time given certain circumstances.

To continue elected insurance benefits past termination, the employee will be responsible for the full premium cost(s) plus a 2% administrative fee. P&A Group is the COBRA billing vendor for the Texas A&M University System. **Please call 800-688-2611 or visit www.padmin.com, if you have questions.**

P&A Group has 14 days after your separation date to send you and/or your dependents a COBRA enrollment form. Employees and their dependents have 60 days after an event or date the COBRA enrollment form was sent, whichever is later, to elect COBRA coverage and return your enrollment form. Employees and their dependents have 45 days after making elections to pay back premiums.

Retirees

Please let our office know immediately if you plan to retire. You can find more information about retiree benefits by typing “retiree benefits” into the search bar at www.TAMUK.edu.

Last Paycheck and Unused Time Off

Your final paycheck will be issued on the next regularly scheduled pay date following your last day of employment. If you are a Save for Summer employee, you will receive a full payout of the accrued balance on the next available pay date.

Any unused vacation leave or FLSA hours will be paid out on the biweekly pay date following your last paycheck. If you currently have a TDA linked to Workday, you can opt to have your vacation payout rolled into your TDA. Any unused sick time will be forfeited at the end of employment.

Tax Documentation

You will have access to your Workday account 18-months after your last day of employment. This is to allow you ample time to print your W-2s and other important information you may need from your account.



Employee Exit Checklist – Staff/Faculty

INSTRUCTIONS: Complete all actions that are applicable to you. Each action must be initialed after by the supervisor or appropriate receiving office. If an action is not applicable, please write in N/A. This form is returned to Human Resources once complete.

Name: _____ UIN: _____ Last Day Worked: _____

Title: _____ Department: _____

Supervisor: _____

Human Resources – P: 361-593-3705

_____ Submit resignation letter including your last day of employment

_____ Notify if you are retiring

_____ Notify if you are doing 12 over 9 Insurance

Business Office – P: 361-593-2616

_____ Return parking permit

_____ Deactivation of FAMIS & Marketplace and ensure employee account balance is zeroed out

ID Center – P: 361-593-2243

_____ Return Javelina Express Card/ ID Card

Payroll – P: 361-593-4604

_____ Ensure Year-end tax document election in Workday is your preferred method. Electronic or Paper.

_____ Ensure parking permit deductions end

_____ Notify if you are a Save For Summer employee

- Upon termination, inform Payroll@TAMUK.edu how you would like your Save For Summer payout distributed? Monthly or Lump Sum Payout.

Physical Plant – P: 361-593-3312

_____ Return all TAMUK keys

Procurement – P: 361-593-3814

_____ Return P-Card

_____ Deactivate Staples, FedEx, JavelinaBuy, and Laserfiche access

To Your Supervisor:

_____ Return all office equipment and supplies

_____ Give all position specific logins and passwords for external accounts and databases

Travel – P: 361-593-2544

_____ Return T-Card

_____ Submit all outstanding expense reports and check for unused airfare

Workday Actions by Employee:

_____ Update and review contact information: mailing address, email, phone number, and payroll information

_____ Submit time and absence entries up to your last day of employment

By signing below, I understand that I am the responsible party for returning all information and materials I had access to during my employment at Texas A&M University – Kingsville. If I do not return Texas A&M University – Kingsville property, I understand that I may receive an invoice for the repair or replacement of State property. I also understand that any access or membership to University buildings and facilities will be cancelled on my final workday, and that any refund due to me will be processed separately from my final paycheck.

Employee Signature

Date

Supervisor Signature

Date



OFFICE OF EMPLOYEE SERVICES

Employee Exit Checklist - Supervisor

INSTRUCTIONS: Complete all actions that are applicable below. If an action is not applicable, please write N/A. This form is returned to Human Resources once completed.

Employee Name: _____ Last Day Worked: _____

Title: _____ Department: _____

Supervisor Name: _____

Supervisor Responsibilities:

Communication with Employee:

- _____ Ensure the employee understands how to complete the Employee Exit Checklist
- _____ Ensure the employee returns all University property to the appropriate office or department
- _____ Receive all office equipment and supplies
- _____ Receive all position specific logins and passwords for external accounts and databases
- _____ Receive a Letter of Resignation including their last day of employment
- _____ Verify all the employee required actions are completed by their last day of employment

To Human Resources – P: 361-593-3705

- _____ Submit the employee’s Letter of Resignation
- _____ If the employee is a manager, ensure the employees under them are assigned a new manager. Reach out to HR for guidance.

Additional Responsibilities:

- _____ Create an action plan concerning the allocation of duties performed by the employee
- _____ Inform and transition responsibilities and work to other employees
- _____ Delete or copy any personnel documents and files as necessary
- _____ Deactivate any department specific access the employee has

Workday Actions:

- _____ Review and submit time and absence entries for the employee
- _____ Terminate employee in Workday

Additional Notes:

By signing below, I understand that I am the responsible party for all information and materials the terminating employee had access to during their employment at Texas A&M University – Kingsville. In the event that the terminating employee does not sign off on the Department Exit Checklist, I understand that if any property is found damaged or missing, the department will be responsible for the cost of repair or replacement.

Supervisor Signature

Date

Signature of Human Resources Representative

Date