



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 – Graduate Assistant: Completed by the GA. 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.
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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.

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.



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Employee Exit Checklist – Graduate Assistant

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: _____

Employee Services – P: 361-593-3705

_____ Submit resignation letter including your last day of employment

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

Physical Plant – P: 361-593-3312

_____ Return all TAMUK keys given to you as a Graduate Assistant

Procurement and Travel – P: 361-593-3814

_____ Return P-Card and ensure there are no outstanding charges

_____ Deactivate Staples, FedEx, JavelinaBuy, and Laserfiche access

_____ Return T-Card and ensure there are no outstanding charges

_____ Submit all outstanding expense reports

To Your Supervisor:

_____ Return all office equipment and supplies

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

Workday – SSO.tamus.edu

_____ 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.

Employee Signature

Date

Supervisor Signature

Date



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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

Employee Services – 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