



Employee Out-Processing Checklist – Terminating

Name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Last Work Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Termination Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
UIN: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Department: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Please verify that the following items have been completed/processed/returned on or before the last work date.

Administrative Processes	Date Completed (mm/dd/yy) or N/A
Contact Employee Services by email (amichalak@tfs.tamu.edu). This will generate emails to: <ul style="list-style-type: none"> Cancel access to all Texas A&M Forest Service, A&M System and State computer and/or database applications. Close petty cash fund; clear any outstanding debt with Budgets and Accounting Department. Cancel uniform account, credit cards and fuel card PINs. Announce termination/retirement to the agency. Cancel ID card building access for College Station personnel. Request employee to complete exit survey. 	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Prepare terminating Form 500 (immediately upon notification).	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Provide "Things to Know When Leaving Employment" to terminating employee.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Remind employee to change contact information including personal email address in Workday, if necessary.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain resignation letter.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Reset or cancel voice mail password.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain retiring employee's personal e-mail address, if they wish to keep up with agency news. Email address:	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Property	Date Completed (mm/dd/yy) or N/A
Obtain agency identification card.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain PIV-I identification card; contact TDEM at PIVI@tdem.texas.gov to deactivate (provide employee name and date of destruction); after contact with TDEM shred card.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain parking permit.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain agency patches and other appropriate uniform items.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain employee's bunker gear: helmet, Nomex coveralls, Nomex shirts, Nomex pants.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain keys assigned to employee (see Key/Electronic Access Control guideline).	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Cell phone and hotspot/air card returns - Delete all passcodes and passwords. Email Lupita Pena for additional instructions.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain satellite phone: # <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> # <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain agency inventoried assets: computers, cell phones, radios, vehicles, drones, etc. Notify appropriate APO/AAPO to update inventory custodians of returned assets. Asset # <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Asset # <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Asset # <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Obtain and destroy procurement and departmental travel credit cards. Ensure there are no outstanding credit card statements or money owed to the agency. Obtain receipts and logs for procurement and departmental travel cards.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Remarks:	

Employee Signature

Date

Supervisor Signature

Date

—TRANSITIONS—

A GUIDE TO LEAVING TEXAS A&M FOREST SERVICE

As you leave Texas A&M Forest Service employment, you should be aware of all the benefits available to you. This section provides a summary of those benefits and discusses other issues regarding your departure.

Health, Vision, Dental Coverage

Your health, vision, and/or dental coverage will continue through the last day of the month in which your employment ends. After your coverage ends, you may elect to continue group health, vision, and/or dental coverage for up to 18 months under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA); however, you must pay the full premium plus 2%. If you are enrolled in the Dental HMO but will be moving out of its service area, you can enroll in the A&M Care Dental PPO plan. COBRA election form will be mailed to your home address.

After your COBRA coverage expires, or if you choose not to continue health coverage through COBRA, you can apply for the health coverage under an individual insurance policy, which most health plans offer. However, your benefits may be different from those you received under the A&M System policy. You may also be able to enroll in individual health insurance through <https://www.healthcare.gov/>.

Other Insurance Coverages

Your Basic Life/Basic Accidental Death and Dismemberment (AD&D), Alternate Basic Life, Optional Life, Dependent Life and Option A&D coverages will continue through the last day of the month in which your employment ends. Within 31 days after your coverage ends, you may convert these coverages to individual policies without providing evidence of good health. The terms of and premiums for these conversion policies will be different from those provided through the A&M System. Human Resources can provide information and application forms for conversion coverage.

Tax-Deferred Accounts

Tax-Deferred Account (TDA) and/or TexaSaver Deferred Compensation Plan contributions will stop on the date you terminate employment.

If you are enrolled in a TDA, you may choose to:

- * Leave your account as-is until you retire, become disabled or die;
- * Roll over your account to an individual retirement account (IRA);
- * Withdraw your account balance and pay tax on it (including 10% penalty tax unless you are disabled, leave A&M System employment after age 55, or you take an annuity); or
- * If you are changing jobs and your new employer offers a similar plan, transfer your balance to that plan.

If you do not choose to leave your TDA account intact, you will need to contact your TDA vendor to find out what options are available for withdrawing your funds.

Flexible Spending Accounts

If you are enrolled in a Health Care Spending Account, you may continue participating for the remainder of the plan year by electing COBRA continuation. The cost will be the amount of your current deduction plus 2%, but you will no longer be able to contribute using before-tax dollars. If you choose not to contribute to your account after your employment ends, you can be reimbursed only for eligible charges incurred up to the last day of the month in which you stopped receiving pay. PayFlex, the plan administrator, will send you a COBRA form to complete and return if you wish to continue contributing.

If you are enrolled in a Dependent Day Care Account which you terminate employment, you will no longer be able to contribute to your account. However, you may continue submitting claims incurred through August 31 of the current plan year against the balance of your account. You may submit claims until November 30 of the next plan year. The administrative fee will be deducted each month through August as long as you have an account balance. (After that, this fee will be deducted during September, October and November only if a claim is processed during these months).

Optional Retirement Program (ORP)

Contributions will no longer be made to your ORP account after your employment ends, and you will have the option to withdraw your contributions (provided you are terminating employment with all Texas public institutions of higher education) or leave your retirement account intact until you reach at least age 55.

If you leave your account intact, you may be eligible for group insurance benefits later as a retiree when you meet the criteria listed under Regaining System Benefits as a Retiree.

If you withdraw funds from your account, you may be subject to taxes and penalties. To withdraw from your account, you should contact your ORP vendor.

Regardless of whether or not you want to withdraw your funds, you will need to complete an ORP Notification of Change in Status Form, available from Human Resources or Payroll.

Teacher Retirement System (TRS)

When you leave System employment, your TRS contributions will end and you will have the option to leave your retirement account intact or withdraw or roll your contributions into another retirement plan.

If you have at least 5 creditable years of service and you leave your TRS account intact, interest will continue to be credited to your account. If you have fewer than five creditable years of service, your account will stop earning interest after you have been absent from TRS service for five consecutive years.

To withdraw or roll over funds, you must complete the TRS6 form, Application for Refund. Mail the TRS6 form directly to TRS in Austin. The address is on the form. For TRS forms and information, call TRS at 800-223-8778 or contact TRS at https://www.trs.texas.gov/Pages/about_forms.aspx.

Vacation, Sick Leave and Compensatory Time

Upon termination or separation, an employee who has completed six months of continuous state service is entitled to a lump sum for all eligible unused vacation time. If you transfer without a break in service to another Texas state agency, your unused vacation balance will be transferred. With your supervisors' approval, you may request to remain on the payroll to exhaust accrued vacation.

If you are approved to remain on the payroll, you will retain all group benefit coverages and receive the state contribution toward your benefits until your vacation time is exhausted. You will also continue to earn state service credit which will affect longevity pay and leave accrual rates if you later return to state employment. However, you will not earn additional vacation or sick leave accruals and you may not use sick leave while you remain on the payroll to exhaust vacation.

Unused sick leave is not paid, but the hours remain on the books for 12 months. If you go to work for a different state agency, state institution or Texas A&M University System component within 12 months of terminating employment your sick leave balance will be reinstated and transferred to your new state employer. If you reemploy with the same System component after a break in service of at least 30 days but no more than 12 months, your sick leave balance will be restored.

You may also contribute your unused sick leave to the Texas A&M Forest Service Sick Leave Pool. Sick leave hours donated to the Pool are unable to transfer to another state agency or TAMUS component.

If you have earned compensatory time under the Fair Labor Standards Act (FLSA), you will be paid for any unused FLSA compensatory time. However, you will not be paid for unused State compensatory time. You may request to remain on the payroll to expand unused State compensatory time.

Regaining System Benefits as a Retiree

If you leave A&M System employment before retirement, you may be eligible for A&M System group benefit coverage, including the state contribution, when you reach retirement age. You must meet the eligibility criteria listed in the pamphlet titled *A Look Ahead – A guide to retiring from A&M System*, found at: <http://assets.system.tamus.edu/files/benefits/pdf/publications/AGuide.PDF>. It is the employee's responsibility to contact the Human Resources office to apply for coverage.

Forwarding Address and Phone Number

We want to be sure you receive all necessary benefit and tax information. If you are moving, please update your contact information in Single Sign On/Workday/Personal Information worklet.

Questions or Comments?

If you would like to speak with someone regarding your benefits, please contact Human Resources at 979-314-5744. If you have comments you would like to share, please contact Employee Services at 979-458-6690.