



# EXIT INTERVIEW: RETIREE



## Final Regular Paycheck

- Your final regular earnings will be processed on the next scheduled pay date after your termination from TRS. Your payment will be directly deposited into the bank account on file.



## Leave Balances

- Annual Leave
  - IF YOU HAVE LESS THAN 6 MONTHS OF CONTINUOUS STATE SERVICE**, you will not be eligible to be paid for your current annual leave balance. These hours will be recorded as lost on the CAPPs Employee Time and Labor system.
  - IF YOU HAVE 6 OR MORE MONTHS OF CONTINUOUS STATE SERVICE**, and do not exhaust your leave balances before your departure date, your annual leave will be paid approximately 45 days after your termination date. Payment will be directly deposited into the bank account on file.
  - Your annual leave payout will be subject to the standard 22% in US income tax and 7.65% in Social Security/Medicare Tax.
  - You have the option to defer all or a portion of your annual leave payout to a 401(k) and/or 457 plan. Please contact Empower Retirement at **(800) 634-5091**.
  - If you elect to defer your Annual Leave Payout, please complete the [Annual Leave Deferral form](#) and return to the [Payroll Team](#).
- Sick Leave
  - If you have an available balance upon termination, you may elect to leave your sick leave balance on the books. You may reinstate your sick leave balance if you return to state employment within a year.
  - You may donate all or a portion of your sick leave balance to the family or sick leave pool, an employee, or all.
  - If you are donating leave to an employee, you will need to contact [Benefits and Leave](#) to confirm the employee is eligible to receive the leave.
  - To donate your sick leave to the family or sick leave pool, please complete the [Leave Contribution form \(PER35\)](#), scan, and return to [Benefits and Leave](#) **no later than five days** after your payroll term date.
  - Please Note:** Annual Leave or Sick Leave hours donated to the Family Leave Pool may have a tax impact on your income.
- Other Leave Balances
  - If you currently have a **Compensatory, Holiday Compensatory and/or an Administrative leave balance**, please exhaust these balances prior to your termination date. Any remaining balances will be recorded as lost in the CAPPs Employee Time and Labor system after your termination date.
  - If you currently have an **Overtime leave balance**, payment will be issued approximately 45 days after your termination date and will be directly deposited into the bank account on file.



## Texa\$aver

- Please contact [Empower Retirement](#) at **(800) 634-5091** for additional information regarding your 401(k) and/or 457 accounts.



# EXIT INTERVIEW: RETIREE



(Continued from previous page)



## Access to CAPPs

- You will have access to your earnings statements and W-2s in CAPPs for two years after your termination date.
- You may elect to consent or withdraw your consent to receive your end of year tax forms electronically through CAPPs. Paper copies of the tax forms will not be mailed if you consented to receive your tax forms electronically.
- Verify that your mailing address is correct in CAPPs.
- Please add **your personal email address** as a secondary form of communication in CAPPs to ensure you continue to receive notifications.  
**Please Note:** If you need assistance resetting your password, please contact the [Payroll Team](#).
- Please ensure your timesheet is completed in CAPPs through your term date.
- [CAPPs website](#)



## ERS Insurance

Please contact [Benefits and Leave](#) to schedule a meeting to discuss your insurance benefits and deferred compensation accounts (401(k)/457 plans).



## TRS Retirement Account

- You will have access to [MyTRS](#) to review your TRS annuity benefits, update your address or Federal Income Tax Withholding elections.
- TRS will receive notification to complete your retirement certification (*TRS7*) online.



If you have any additional questions or need further assistance, please contact the team below that can best assist you:

**Payroll Team:** [PayrollTeam@trs.texas.gov](mailto:PayrollTeam@trs.texas.gov)

**Benefits and Leave:** [EmployeeBenefitLeave@trs.texas.gov](mailto:EmployeeBenefitLeave@trs.texas.gov)

**ERS Benefits Page:** <https://ers.texas.gov/benefits-at-a-glance>