



EXIT INTERVIEW: DIRECT TRANSFER



Payroll

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



Available Leave Balances

- Your current **Annual and Sick leave balances** will transfer directly to your new agency.



Other Leave Balances

- If you currently have a **Compensatory, Holiday Compensatory and/or an Administrative leave balance**, please exhaust the leave 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.



ERS Insurance

- Your insurance coverage will continue through the end of this month.
- You must re-enroll in your benefits with your new employing agency effective the first of the following month. You will have an open enrollment period without EOI restrictions.



Texa\$aver

- Please contact Empower Retirement at (800) 634-5091 for additional information regarding your 401(k) and/or 457 accounts. For your convenience, please find the link to Empower Retirement:
<https://texasaver.empower-retirement.com/participant/#/login?accu=TexasWR>
- **Please Note:** If you are currently contributing to a deferred compensation plan or have an active loan, there may be a delay of a month in the contributions/loan information transferring to your new agency payroll.



TRS Retirement Account

- For questions or information related to retirement, please contact Alejandro Martinez (alejandro.martinez@trs.texas.gov) or Courtney Alexander (courtney.alexander@trs.texas.gov) in Member Education and Counseling.
- For all other questions related to your TRS retirement account, please contact the Member Education Management Team (MECManagement@trs.texas.gov).
- You may choose to submit a [TRS 6 Application for a Refund](#). Your application may be mailed to the address provided on the form or you may apply for a Refund online by logging in to your [MyTRS](#) account.
- If you need to update your mailing address, please complete and sign (original signature) the [Change of Address Notification](#) form (TRS358), scan, and return to the [Payroll Team](#) via email or online by logging in to your [MyTRS](#) account.



EXIT INTERVIEW: DIRECT TRANSFER



(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.
- 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 mailing address is correct in CAPPs and maintain updates as needed.
- Please ensure your timesheet is completed in CAPPs through your termination date.
- Link to CAPPs: <https://erphcmprd.cpa.texas.gov/psp/pshcmprd1/?cmd=login&languageCd=ENG&>



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

Benefits and Leave: EmployeeBenefitLeave@trs.texas.gov

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