



EXIT INTERVIEW: INTERN



Final Earnings

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



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.



Sick Leave

- If you have an available sick leave balance as of your termination date, you may elect to leave this 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 the TRS Workplace Accommodations Coordinator (workplaceaccommodations@trs.texas.gov) 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 attached **Sick Leave Contribution form (PER35)**, scan, and return to the [Payroll Team](#) via email.



Other Leave

- 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.



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.
- Link to CAPPs: <https://erphcmprd.cpa.texas.gov/psp/pshcmprd1/?cmd=login&languageCd=ENG&>



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For Payroll Purposes

- Please ensure your timesheet is completed in CAPPS through your termination date.



ERS Texa\$aver

- Please contact Empower Retirement at **(800) 634-5091** for additional information regarding your 401(k) and/or 457 accounts.
- Link: <https://texasaver.empower-retirement.com/participant/#/login?accu=TexasWR>



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

TRS Benefits Coordinator: TRSEmployee.Benefits@trs.texas.gov

TRS Workplace Accommodations Coordinator: workplaceaccommodations@trs.texas.gov

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