



EXIT INTERVIEW: REGULAR EMPLOYEE



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 your sick leave to the family or sick leave pool, an employee, or all.
Please Note: Sick leave hours must be donated in **eight-hour** increments.
 - If you are donating leave to an employee, you will need to contact the [TRS Workplace Accommodations Coordinator](#) 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 the [TRS Workplace Accommodations Coordinator](#) **no later than 5 days** after your payroll term date.
Please Note: Annual Leave/Sick Leave hours donated to 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.



ERS Insurance

- Your insurance coverage will end on the last day of this month.
 - ERS will send COBRA information to you once TRS reports your termination date to them. You will have 105 days to decide if you want to enroll under COBRA.
 - You may continue health, dental, and vision insurance through COBRA benefits.
 - If you decide to enroll in COBRA benefits, you will be responsible for 100% of the premiums plus a 2% administrative fee.
- Please update your email address to your personal email address and/or mailing address in [ERS Online](#) so you may continue to receive communication from ERS regarding your benefit options.



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- Please contact Empower Retirement at **(800) 634-5091** for additional information regarding your 401(k) and/or 457 accounts. For your convenience, you may visit their website: [Empower Retirement](#).



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.



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.
 - [Click to access CAPPS](#).



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>