FAQs – Separations

When should the ID be collected?

The identification/building access card must be returned to departmental representative on the last day worked.

What do I do with ID/Access cards once collected?

Once the ID/Access card is collected and access is denied, destroy the card.

What do I do if the ID card, keys, or equipment is not returned?

It is the responsibility of the unit business/HR coordinator along with the supervisor to collect these PRIOR to the employee leaving the organization.

What do I need to collect before their last day of work?

- Collect state-issued credit cards (travel and/or payment cards)
- Collect keys issued for office, desk, etc.
- Collect AgriLife owned equipment such as a PC used at home, laptop, thumb drive, cell phone, etc.

What can be accepted as a resignation letter?

The resignation letter can be in a letter, memo, or email format. If verbal, then follow up with a letter, memo, or email to the employee confirming last day of employment.

Is a letter of resignation required for wage and student workers?

It's not required, but it is best practice, and it should be sent to payroll with the Out-Processing checklist.

Where do I file the letter of resignation?

File the resignation letter in their personnel file in Laserfiche.

Do I need to do anything with their office phone?

Provide voice mail password (can be changed to a generic password before being shared). If voice mail on the phone, need to retrieve code & reset.

What do I do if a professional certification reimbursement is owed?

Ask employee for reimbursement prior to termination. Process professional certification reimbursement, if applicable.

How will the terminated employee receiver their W-2 or other mail in the future?

Advise employee to update their email address in HRConnect or complete an AG-502. The employee has access thru Single Sign On, up to one year after termination.

What do I do if lab documents/research information is not returned?

Ask employee for information prior to termination.

Should I fill out an AG-422 for employees who transfer to another department?

No, when they transfer within AgriLife. Yes, when they transfer-out of AgriLife.

What are the additional steps if the employee worked in County Programs?

- Complete AG-484 and scan to personnel file (specific to County Programs)
- Update ADLOC list of personnel actions
- Update public and shared email groups in Outlook
- Update access to Position Description in GreatJobs to “vacant, vacant”
- Move personnel file to inactive in Laserfiche

What do I do if the employee was an ORP participant?

If ORP participant, employee completes Form HR 15, ORP Notification of Change in Employment Status, and returns it to AgriLife Payroll.

What do I do if the employee was a TRS participant?

Review the "Refunding Your Member Account" information on the TRS Web site.

What do I do if the employee was a TDA participant?

If TDA participant, employee completes a Form HR 18, TDA Notification of Change in Employment Status, and returns it to AgriLife Payroll.

Can an employee defer his/her lump-sum annual leave payment?

Yes. Advise employee to contact AgriLife Payroll to set up a TDA or DCP prior to termination.

When does an employee lose group insurance coverage after termination?

Group insurance ends on the last day of the month in which the employee was in a paid status.

Can an employee continue insurance coverage after termination?

Yes, employees currently participating in group insurance coverage are eligible to continue group insurance coverage for up to 18 months after termination through the COBRA plan. Human Resources will mail the employee a COBRA enrollment form upon termination.

What should I ask the employee regarding data or information?

Ask if any data or information relating to state business resides on personal storage devices (thumb drives, smart phones or other Personal Digital Assistant (PDA), home computer, etc.). If affirmative, the supervisor or processor should contact Information Technology. All data is owned by the TAMU System or the relative agency or college. Supervisors should be asked what to do with the data for any employee leaving the organization. In the FORMAL IT ACCOUNT MANAGEMENT PROCEDURES there are specific guidelines regarding off boarding employees through the AgriLife People Management system.

What do I do if a student is no longer an employee and doesn't need everything deactivated in the information systems?

ALL ACCESS to ALL INFORMATION RESOURCES require documented formal account management requests be filed through the AgriLife People Management system. This includes STUDENT WORKERS etc. An active account MUST be maintained if it is required for a student worker to maintain access to information resources. Student workers that are not under some paid form of status are not allowed to obtain access to business systems without proper authority from the unit head.

Who do I contact for H1B or J1 issues?

Contact your HR Generalist or IFSS

What actions need to be taken in SSO/LeaveTraq when an employee terminates?

- Make sure the employee changes their work email address in HRConnect to a personal email address.
- Make sure employee has submitted all leave requests and that they are approved.
- Make sure employee has submitted final time sheet.
- Suspend accruals in LeaveTraq.
- If employee is a manager, make sure they approved all pending leave requests in their inbox.
- Delete their role as manager and assign a new manager to all employees that reported to them.
- Delete their role as delegate (if applicable)

What happens to employee's leave balances upon termination of employment?

Vacation

An employee who has completed six months of continuous service is entitled to a lump-sum for all eligible unused vacation time.For Research and TVMDL employees – The department enters the vacation lump sum transaction in LeaveTraq and submits Form AG-510 to payroll along with a vacation history printout showing a “zero” vacation balance.For Extension employees – Administrative Services enters the vacation lump sum transaction in LeaveTraq and submits Form AG-510 to payroll along with a vacation history printout showing a “zero” vacation balance.Employees may request that they remain on the payroll to exhaust any eligible remaining vacation leave after their last day at work; however, the final decision rests with the department regarding the use of additional vacation days to remain on the payroll or the processing of a lump-sum payment.

FLSA Compensatory Time

Employees are entitled to a lump-sum for all unused FLSA comp time. This is processed separately from the vacation lump sum.

State Compensatory Time/Administrative Leave/Floating State Holiday

These hours cannot be paid upon termination. Any remaining unused hours need to be lapsed effective the date of termination.

Sick Leave

Employee may donate any portion of or all remaining sick leave (in 8 hour increments) to their agency’s sick leave pool. If sick leave hours are not donated to the sick leave pool, the hours remain in LeaveTraq for 12 months. Unused sick leave is not paid. If the employee goes to work for a different state agency, state institution or Texas A&M University System (TAMUS) component within 12 months of terminating employment, the remaining sick leave balance will be reinstated and transferred to their new state employer upon request. If the employee reemploys with the same System component after a break in service of at least 30 days but no more than 12 months, their sick leave balance will be restored.

Where do we send sick leave pool donation forms?

Once the employee completes and signs the top portion of Form AG-433, the form is sent to the Leave Coordinator at AgriLife Payroll where they will complete the remaining portion of the form and process the donation.

How do I delete access if the employee is a LeaveTraq department administrator, TimeTraq approver, etc.?

Confirm that they have approved everything in their inbox. Complete Form AG-513 to delete their access. Drop in WIP-Payroll folder in LaserFiche.

When should monthly Extension employees complete their final Certificate of Service?

The employee may complete and submit a paper copy of Form AG-483 before they leave on their last day, or they may complete the electronic certificate in LeaveTraq the first of the following month. Keep in mind that any vacation lump sums will not be processed until the final certification is completed.

How do I complete the Employee Payroll Action (EPA)?

Login to Canopy and complete the “Eliminate Position” or “End of Term” EPA. For questions regarding this process review information at http://agrilifeas.tamu.edu/hr/payroll/unit-contacts/resources/index.php#links-epas.

What do I do if the employee is due a lump sum vacation payment?

If the employee is an A or V PIN process a lump sum annual leave payment via an AG-510. If the employee is an X PIN then Administration Services will process the AG-510. If the X PIN employee is paid monthly have them process the Certificate of Service, AG-483. Return all form to the WIP – Payroll folder within Laserfiche.

What are final pay dispositions?

Let the employee know the date of their final paycheck for hours worked. Also let them know that their lump sum payment will be paid on a biweekly pay date after their final paycheck for hours worked.