# FAQs – Separations

**When should the ID/Access Card be collected?**

Any identification/building access cards, if applicable, must be returned to the department/unit representative on the last day worked (except for student workers currently enrolled with Texas A&M University, who may keep their ID cards).

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

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

**What do I do if the ID/Access card, keys, or equipment are not returned?**

It is the responsibility of the department/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) if applicable
- Collect keys issued for office, desk, etc. if applicable
- Collect AgriLife owned equipment such as a PC used at home, laptop, thumb drive, cellphone, etc.

**What can be accepted as an employee resignation?**

Employees may use the 'submit resignation' business process in Workday; approval by the Primary Manager is required. A letter, memo or email format is also an acceptable form of resignation. If a verbal resignation is given, then follow up with a letter, memo, or email to the employee confirming the last day of employment.

**Is a letter of resignation required for Temp/Casual and student workers?**

It is not required but, it is best practice, and it should be sent to AgriLife WIP Payroll in Laserfiche.

**Where do I file the letter of resignation?**

File the resignation letter in the employee's personnel file in Laserfiche if for a budgeted position.

**Do I need to do anything with their office phone?**

Obtain the employee's voice mail password (can be changed to a generic password before being shared). If voice mail is set up on their phone, you will need to retrieve code and reset.

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

Advise employee to update their email address in Workday or complete an AG 502 *Change of Address, Phone Number, or Name.* The employee will have access to Workday through Single Sign On up to one year after termination.

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

Ask employee for information and documents prior to termination.

**What are the additional steps if the employee worked in AgriLife ExtensionCounty Programs**

- Remove name from shared email groups
- Move personnel file to inactive in Laserfiche
- Update district list of employment hires/transfer/terminates

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

If ORP participation, Workday Benefits Partner completes Form HR 15, *ORP Notification of Change in Employment Status.*

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

Review the 'Refunding Your Member Account' information on the TRS Website https://www.trs.texas.gov/Pages/active_member_refunding_member_account.aspx .

**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* http://assets.system.tamus.edu/files/benefits/pdf/publications/forms/18.pdf, and returns it to AgriLife Payroll.

**Can an employee defer his/her lumpsum 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?**

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. P&A Group, Inc. 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 business office/HR coordinator should contact AgriLife 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 offboarding 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. 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 ISFS.

**What actions need to be taken in Workday when an employee terminates?**

- Ensure the employee changes their work email address in Workday to a personal email address.
- Ensure the employee has submitted all time off requests and that they are approved.
- Ensure employee has submitted final time sheet if applicable.
- If employee is a manager, ensure they approved all pending actions in their Workday inbox.

**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 lumpsum for all eligible unused vacation time.

For Research and TVMDL employees – The department enters the vacation lump sum transaction in Workday through the maintain accrual and time off adjustment/overrides and submits Form AG 510 *Calculation of Lump Sum Annual Leave Payment* to payroll along with a time off balance and the maintain accrual and time off adjustment print out showing a 'zero' vacation balance.

For Extension employees – Administrative Services enters the vacation lump sum transaction in Workday and submits Form AG 510 *Calculation of Lump Sum Annual Leave Payment* to payroll along with a time off balance and the maintain accrual and time off adjustment print out 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 decisions rests with the department regarding the use of additional vacation days to remain on the payroll or the processing of a lumpsum payment.

**FLSA Compensatory Time**

Employees are entitled to a lumpsum for all unused FLSA comp time. This is processed separately from the vacation lumpsum. These are handled the same way as the vacation lumpsum.

**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. This is done through the maintain accrual and time off adjustment/overrides in Workday.

**Sick Leave**

Employees 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 Workday 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 is reemployed 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 the Form AG 433 *Sick Leave Pool Contribution Form*, the form is sent to the Leave Coordinator at AgriLife HR where the remaining portion of the form will be completed, and the donation processed.

**How do I delete access if the employee has Workday roles (unit contact, absence partner, timekeeper, etc.)?**

A To Do item will be automatically generated in Workday with instructions on how to transfer or remove access to the applicable Workday security roles. Role assignments remain with the position unless action is taken to remove them. While vacant, the position's roles will be inherited by the position's manager.

**How do I delete access if the employee has SSO roles (LeaveTraq, TimeTraq, iBenefits Processor, TrainTraq, UIN Manager etc. )?**

Complete Form AG 513 *SSO/LeaveTraq/TimeTraq and UIN Manager Access Application* to delete their SSO role(s) access. Drop in WIP Payroll folder in Laserfiche.

**How do I complete the *Terminate Business* process in Workday?**

Follow the instructions available on the Separations job aid found here https://it.tamus.edu/workday/use-workday/functional-areas/?target=All-Job-Aids

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

If the employee is in an AgriLife Research or TVMDL supervisory org, process a lump sum annual leave payment via an AG 510 *Calculation of Lump Sum Annual Leave Payment*. If the employee is in an AgriLife Extension supervisory org, then Administrative Services Payroll will process the AG 510 *Calculation of Lump Sum Annual Leave Payment*. Return all forms 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.