

Employee Separation Checklist for Voluntary Separations and Retirement

Step	Activity	Description	Go here for help...	Checklist
1.	Notify your manager of intention to separate or retire and establish, separation or retirement date	<ul style="list-style-type: none"> • Ensure that all time entries have been accurately entered/verified by: <ul style="list-style-type: none"> ○ logging to CAPPS, ○ navigating to the Employee Self-Service link, ○ selecting the My Time and Leave drop-down menu; and ○ clicking the Employee TimeSheet link. • Provide a resignation letter to your manager. • If you provide a verbal notice, your manager will need a written confirmation of your resignation. • Submit a separation request to your manager, up to 30 days in advance of the date of separation, by selecting the Employee Separation link. The Notify Manager of Intent to Separate Employment page is displayed. Enter the separation reason, how to handle leave balances, and the last day you will be physically at work. • From the Separation Reason drop-down menu: <ul style="list-style-type: none"> ○ To initiate a direct transfer to another state agency, select Dir Transfer to State Agency. A new field called Agency Transferred To will appear. Enter the name of the new agency you are transferring to. ○ To initiate a retirement separation, select Retirement. To initiate a voluntary separation, select Voluntary Separation. 	<ul style="list-style-type: none"> • HHS Resignation Policy • HHS Resignation Guidance • HHS Retirement Policy • HHS Retirement Guidance • Separations and Retirements User Guide • My Time and Leave User Guide • Service Center (1-888-894-4747) • CAPPS 	<input type="checkbox"/>
2.	Make decision about leave balances	<ul style="list-style-type: none"> • Select how you would like your leave balances handled from the Option for Handling Leave Balance drop-down menu. <ul style="list-style-type: none"> ○ You may run out leave balances according to HHS Policy (vacation/FLSA overtime). ○ You may receive a lump sum payment for your leave balance (vacation/FLSA overtime). ○ You may run out a portion of your leave balance and receive a lump sum payment for the remaining amount (vacation/FLSA overtime). • You may donate unused sick leave to the sick leave pool by completing form HR0508, Sick Leave Pool Contribution. Note: You will not be able to reclaim the sick leave hours if you return to work at a state agency. If you are retiring, the sick leave hours used for retirement purposes may not be donated to the sick leave pool. • You must be off the payroll for 30 calendar days before the vacation lump sum pay is processed. . You have the option to roll this lump sum payment into a tax deferred 401(k) or 457 Texa\$aver account using the Request for Deferral of Lump Sum Payment form. Sign and fax this form to the Service Center at 1-866-244-7029. The form is available in the Centralized Accounting and Payroll/Personnel System (CAPPS). 	<ul style="list-style-type: none"> • HHS Resignation Policy • HHS Resignation Guidance • HHS Retirement Policy • HHS Retirement Guidance • Separations and Retirements User Guide • My Time and Leave User Guide • Service Center (1-888-894-4747) • CAPPS 	<input type="checkbox"/>

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		<ul style="list-style-type: none"> • Review the Payroll Calendar and Payroll Guidelines with your manager to ensure payroll impacting entries are entered by the payroll deadline. • If you are retiring and intend to return to work, you must wait 90 calendar days before returning to work in order to receive your annuity. • If retiring, contact ERS if you have not already done so. The form is available on the ERS website (www.ers.state.tx.us). After agency certification, the form will be faxed to ERS. • Confirm with your manager that a copy of your resignation letter is being sent to HHS HR – Records Unit, Mail Code: 1524, 4900 N. Lamar, Austin, TX 78751. 		
3.	Update benefits information.	<ul style="list-style-type: none"> • If you have a Health Care Reimbursement Account (HCRA), you will need to complete ERS Form FB-9.20, TexFlex Enrollment/Change Form, and sign and fax to the Service Center at 1-866-245-3659. The form is available in CAPPs. • If you have a 401K or 457 account and/or loan, contact Great-West at 1-800-634-5091 for assistance. • If you are not retiring and wish to withdraw your retirement contributions, contact ERS at 1-877-275-4377. • If you were a return-to-work retiree, you must complete the section of the Benefits Election Form for Return-to-Work Retirees marked “Complete this section only upon termination of return to work retiree.” The employee should fax the form to the Service Center at 1.866.245.3659 <i>by the 15th calendar day of the month you are retiring.</i> The form is available in CAPPs. 	<ul style="list-style-type: none"> • HHS Resignation Policy • HHS Resignation Guidance • HHS Retirement Policy • HHS Retirement Guidance • Separations and Retirements User Guide • Service Center (1-888-894-4747) • CAPPs 	<input type="checkbox"/>
4.	Update your time and leave balances up to your separation/retirement date	<ul style="list-style-type: none"> • Validate your leave balances by navigating to the View Leave Balance/Expirations page: <ul style="list-style-type: none"> ○ Click the Employee Self-Service link in the CAPPs left navigation menu. ○ Select the My Time & Leave drop-down menu. ○ Click the View Leave Balance/Expirations link. • If you will be running out any leave balances, navigate to the Employee Timesheet page to record your time up to your separation date: <ul style="list-style-type: none"> ○ Click the Employee Self-Service link in the CAPPs left navigation menu. ○ Select the My Time & Leave drop-down menu. ○ Click the Employee TimeSheet link. 	<ul style="list-style-type: none"> • HHS Resignation Policy • HHS Resignation Guidance • HHS Retirement Policy • HHS Retirement Guidance • Separations and Retirements User Guide • My Time and Leave User Guide • Service Center (1-888-894-4747) • CAPPs 	<input type="checkbox"/>
5.	Validate time entered with your manager and have manager	<ul style="list-style-type: none"> • Verify with your manager that all leave request(s) have been entered into CAPPs and approved by your manager. 	<ul style="list-style-type: none"> • Separations and Retirements User Guide • My Time and Leave User Guide • Service Center (1-888-894-4747) 	<input type="checkbox"/>

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	approve leave requested		<ul style="list-style-type: none"> • CAPPS 	
6.	Update your mailing address and decide on consent for electronic W-2/W-2c Forms	<ul style="list-style-type: none"> • Log into CAPPS to ensure that your mailing address is correct in the system so the final warrant and W-2 can be mailed to the correct address. <ul style="list-style-type: none"> ○ Navigate to the Employee Self-Service link. To verify mailing address, select the My Profile drop-down menu. Use the View My Personal Information link. • Decide on option to receive the W2 electronically (if you haven't already chosen this option): <ul style="list-style-type: none"> ○ Navigate to the Employee Self-Service link. To elect to receive W2s electronically, select the My Pay drop-down menu. Use the W-2/W-2c Consent link. • Note: <i>After you separate, you will be able to login to CAPPS for an additional 24 months using your Employee ID and Password to:</i> <ul style="list-style-type: none"> ○ view the personal information summary; ○ change mailing address; ○ change e-mail addresses and phone numbers; ○ view earnings statements; ○ change online W2 choice; ○ request the reissue of your W2 (if you chose the online W2); ○ view your W2 (if you chose the online W2); and ○ download and print your W2 (if you chose the online W2). 	<ul style="list-style-type: none"> • My Profile User Guide • My Pay User Guide • Service Center (1-888-894-4747) • CAPPS 	<input type="checkbox"/>
7.	Update your information in ERS	Access ERS and update your Home/Mailing address, if necessary.	ERS Website	<input type="checkbox"/>
8.	Review personal records for records retention	<ul style="list-style-type: none"> • Review records in your physical and electronic workspaces, both paper and electronic (e.g. emails, files stored in OneDrive, SharePoint, or on local machine, etc.) for records retention prior to leaving the agency, program, or role. • Transfer identified records to your supervisor or their designee prior to separation or transfer. Provide those records to your supervisor or their designee by paper copy, email, or saving to another shared file location. • <i>(only for Contract Manager or Lead Contact employees)</i> Ensure contract records are uploaded to the System of Contract Operation and Reporting (SCOR) in accordance with the HHS Procurement and Contract Management Handbook requirements and PCS Checklist Forms (150N, 170F and 170M). <p>Notes:</p>	<ul style="list-style-type: none"> • HHS Records Management Connection • HHS Records Management SharePoint • HHS Records Management Helpdesk <ul style="list-style-type: none"> ○ 512-424-6986 ○ records@hhs.texas.gov • Procurement and Contract Management Handbook (PDF) 	<input type="checkbox"/>

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		<ul style="list-style-type: none"> Contact the HHS Records Management Office if you have questions about records retention policies. Contact the SCOR Administration Team through the HHSC PCS SCOR mailbox with questions on uploading contract documents. 		
9.	Return any state property to your manager	Return all state property to your manager, including any state credit cards, keys, badges/building access cards, smartphone/iPhone, MiFi/hotspot, basic/flip cell phone, iPad/tablet, etc.	<ul style="list-style-type: none"> HHS Departure Arrangement Guidance Separations and Retirements User Guide Track Agency Property User Guide Service Center (1-888-894-4747) CAPPS 	<input type="checkbox"/>
10.	Confirm your termination date with your manager	<ul style="list-style-type: none"> Verify the effective date of separation with your manager. The effective day for the separation is the day after your last physical day on the job or if you are running leave out, the day after your last day of leave on the payroll. <ul style="list-style-type: none"> Note: <i>If your last physical day at work is a Friday then, your separation date will be the next day (Saturday). If your last physical day at work is Saturday, the separation date will be the next day, (Sunday).</i> Note: <i>If the month ends on a weekend, your effective date of separation will be the first of the following month if:</i> <ul style="list-style-type: none"> <i>your paid leave runs out the Friday prior to the end of the month; or</i> <i>your last physical day at work is the Friday prior to the end of the month.</i> Verify your reason for separation (i.e. retirement, transfer to another state agency, etc.) <ul style="list-style-type: none"> Note: <i>If you are transferring to another HHS or State of Texas agency, the effective date of a separation must be the same date as the effective date you are "hired" into the new agency. Please confirm this date with both managers, or have the losing manager contact the Service Center for assistance with choosing the correct date.</i> 	<ul style="list-style-type: none"> HHS Resignation Policy HHS Resignation Guidance HHS Retirement Policy HHS Retirement Guidance Separations and Retirements User Guide Service Center (1-888-894-4747) CAPPS 	<input type="checkbox"/>
11.	Update your email address in CAPPS	<p>To ensure you receive email notification of a new online W2 (if you chose to receive the online W2), you must:</p> <ul style="list-style-type: none"> Log into CAPPS AFTER your separation date. Navigate to the Employee Self-Service link. Select the My Profile drop-down menu. Select the View My Personal Information link. On the Personal Information Summary page, under Email 	<ul style="list-style-type: none"> Service Center (1-888-894-4747) CAPPS 	<input type="checkbox"/>

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		<p>Addresses, click the Change email addresses button.</p> <ul style="list-style-type: none"> If you have already saved a home email address, and it is still current, select your home address as Preferred, and click the Save button. If you have not already saved a home email address, select Add Email Address. Under Email Type, Select Home from the drop-down menu. Enter your home email address, select your home address as Preferred, and click the Save button. 		
12.	Certify your timesheet	<p>If you are an FLSA-nonexempt employee who is terminating after the 2nd of the month, certify the accuracy of your timesheet for the previous month (if you have not already done so). Login to CAPPS, navigate to the Employee Self-Service link, select the My Time & Leave drop-down menu and click the Employee Time Certification link.</p>	<ul style="list-style-type: none"> Service Center (1-888-894-4747) CAPPS ptllaction@hhs.texas.gov 	<input type="checkbox"/>