



## TRAVIS COUNTY HRMD EXIT CHECKLIST

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|----------------|-----------------------|
| Employee Name: | Department/ Division: |
| Position:      | Termination Date:     |

**The following are steps which will assist you with your transition from Travis County effectively:**

**Step 1:** Contact your Supervisor and/or HR Liaison to:

- Notify them of last day of employment
- Submit letter of resignation
- Inform the department how you would like to receive the final paycheck (pick up or mail)
- Update personal information in SAP (make sure address is correct for the W-2 form)
  - SAP Instructions: Self-Service & Approvals> Personal Information> Personal Profile> Edit Address
- You are required to return all Travis County property on or before the last day (badges, keys, electronic equipment, and any other property)

**Step 2:**

- Exit Interview is voluntary. Please contact Talent Planning & Engagement at 512-854-9165 to schedule an in person interview with TP&E staff. You have the option to complete an Exit Interview Questionnaire on Travis Central. This survey is found in the "Forms" section or you can email [HRServices@traviscountytexas.gov](mailto:HRServices@traviscountytexas.gov) for a PDF copy.
- COBRA- All regular full time/ part time employee benefits will end on the last day of the month in which employment ends. If you would like a continuation of Health, Dental, and Vision benefits please contact United Health Care under COBRA at 1-877-237-8576.

**Step 3:**

- Retirement: If you wish to withdraw or roll over your retirement money please contact Texas County and District Retirement System (TCDRS) at 512-328-8889 or 1-800-823-7782. (allow about 30 days for retirement paperwork)
- If you have any questions about final payment of salary, payment of vacation, and sick time please contact the County Auditor's office at 512-854-9125.

### **Additional Information:**

- **Last Pay Check:** Your last paycheck will be received following the pay period after the current pay period closes from your last day of employment. Your final pay will be direct deposit if you would normally receive your paycheck via direct deposit. If you normally received a paper check, it will be mailed to you at the address on file with SAP unless you make arrangements to pick it up. Please contact your department HR to arrange pick up.
- **Pay Stubs/W2:** For copies of your pay stubs or W2s (Wage & Tax Statement), submit a request at [www.traviscountytexas.gov/w2](http://www.traviscountytexas.gov/w2) to have copies sent to the email of your choice.
- **Sick Leave Balances:** Upon separation from the County, you will be compensated for one half of the unused sick leave not to exceed 240 hours at the final rate of base pay. This amount will be reflected on your final paycheck.
- **Vacation Leave Balances:** Upon separation from the County, you will be compensated for up to 240 hours of the unused vacation leave at the final rate of base pay. This amount will be reflected on your final paycheck.
- **Deferred Compensation:** Please call Empower Retirement Services directly at 1-800-701-8255, when you plan to withdraw those funds or visit them online at [empower-retirement.com](http://empower-retirement.com)
- **Employee Assistance Program:** EAP is available to you for a period of six months after your last day of employment at no cost to you. Your interaction with EAP is completely confidential; you may access services through Deer Oaks by calling 1-866-327-2400 or [www.deeroakseap.com](http://www.deeroakseap.com) Login and password: [traviscountytexas.gov](http://traviscountytexas.gov)
- **Social Security Office:** If you are 65 or older, please contact your nearest Social Security Office at 1-800-772-1213 for your Medicare and other benefits.
- **Employment Verification:** Travis County uses The Work Number® Equifax service to provide automated income and employment verifications. Please visit [www.theworknumber.com](http://www.theworknumber.com), or call The Work Number® Client Service Center at 1-800-367-5690. Travis County Employer Code: 21792

**For future questions/ concerns, you may contact HRMD directly at 512-854-9165 or [HRServices@traviscountytexas.gov](mailto:HRServices@traviscountytexas.gov). Travis County wishes you well in your transition to future endeavors.**