

# Basic Information for Employees Leaving TSU\*

- **Separating Documents**
  - You will receive an email from DocuSign with the Employee Exit attached. Complete your portion and click FINISH. This document will let you know if you owe the university fines/fees.
  - You and your supervisor will need to complete the Supervisor Exit form. This document confirms you have returned keys/fobs and any TSU equipment issued to you.
- **Final Paycheck** – You will receive your regular paycheck as prescribed on your regular pay day following your separation date.
- **Final Pay Method** – Your final pay will be issued in the same manner as you have always been paid prior to your separation.
- **MyTSU Access** – If you need access to your W-2 form(s), Form 1095-C, or check stubs on MyTSU, please call IT at 615-963-7777.
- **Annual Leave** – You will be paid in lump sum (exception granted for retirees) for any unused accrued annual leave except in a dismissal for gross misconduct, or transfer to another department/agency of the State of Tennessee. Annual Leave will be paid out within 30 days of the effective date of separation providing all leave reports/timesheets have been submitted and approved.
- **Sick Leave** – Upon separation of employment, accumulated Sick Leave shall not be used as terminal leave, and you shall not be entitled to any lump sum payment for accumulated Sick Leave. If you are transferring to another state agency, your accumulated Sick Leave shall be transferred according to Leave Transfer between TBR Institutions and State Agencies. TCRS member employees who separate due to retirement shall have all unused accumulated Sick Leave hours credited toward service time for retirement purposes (no payment involved).
- **Forwarding Address** – Please submit any changes in address to [HR@tnstate.edu](mailto:HR@tnstate.edu). Be sure to include your T#.
- **Health Care Insurance** – Medical/Dental/Vision/Short/Long Term Disability, Voluntary Term Life Insurance/Voluntary AD&D Insurance premiums will be deducted from your final paycheck (providing there are enough funds). Insurance coverage will end at the end of the month following your final paycheck of wages. Contact Securian Financial/MN Life regarding continuing life insurance coverage 866-881-0631.
- **COBRA Notice** – The COBRA Notice will be mailed to you from Benefits Administration within 30-days after your insurance coverage ends. Call Benefits Administration at 800-253-9981 if you have questions.
- **Flexible Spending** – If you are enrolled in Flex Spending, funds are available for use through 11:59 pm on your last day of employment. You have 90-days to file claims thereafter. Dependent Care Spending must be satisfied within 30 days after you separate. Contact Optum Bank at 866-600-4984 if you have questions.
- **Health Savings Account** – the funds are yours. Contact Optum Bank at 866-600-4984 to inquire about the fees associated with a ‘Retail’ account.
- **Retirement Plans** – If you are not retiring, contact the retirement provider for options regarding the disposition of your account. If you ARE retiring, contact the retirement provider for options regarding the distribution of your funds.
  - TCRS / Empower Retirement - 401k/401k ROTH/457 – 800-922-7772
  - TIAA – Rosaline Banks / [Rosaline.Banks@tiaa.org](mailto:Rosaline.Banks@tiaa.org) / 901-498-6165 / 800-842-2252
  - Voya – Ed Stewart / [ed.stewart@voyafa.com](mailto:ed.stewart@voyafa.com) / 615-627-5936 / 866-776-6704

\* Some information may change without notice.