

Sam Houston State University

Human Resources Department

1901 Avenue I

College of Humanities & Social Sciences Building, Suite 410

Huntsville, Texas 77341-2356

Telephone: (936) 294-1070 Fax: (936) 294-3611

Dear Separating Employee:

We have received notice that your employment with the University is ending. It is your responsibility to contact the individuals and departments indicated below, in order to obtain the proper clearances prior to leaving the University.

Please keep this sheet for your reference

1. Student Financial Services/Bursar's Office, Estill Building, Room 103C (936) 294-1089: Any financial debts must be paid prior to exit.
2. Cashiers Office, P.O. Box 2273, Estill Building, Room 103, (936) 294-1083: If you want your last check or vacation payoff (if applicable) mailed, provide a self-addressed, stamped envelope with your full name and SAM ID number printed on the inside of the envelope to the Cashiers Office at least one day in advance. One envelope must be provided for each check. If you already have direct deposit, your last check or vacation payoff (if applicable) will be direct deposited.
3. Department Head: All department matters, equipment, uniforms, department issued keys, etc., must be returned to your department. Your last timesheet must be signed.
4. Human Resources, P.O. Box 2356, CHSS Building, Room 410, (936) 294-1069: If you have a Corporate Card or Phone Card through the University, return them to Human Resources or send them through campus mail. The attached Exit Interview Questionnaire form is voluntary, and can also be returned through campus mail. **If you are transferring to another state agency or university within 30 days of your separation date, notify Human Resources.**
PLEASE NOTE: Because your separation date is prior to the end of the month, Payroll was unable to deduct your entire month's optional coverage premium. Therefore, you owe SHSU \$ _____ for your optional coverage premium for the month of _____. Please make your check or money order payable to SHSU, and mail it to Human Resources. If payment is not received by _____, your optional coverage will be cancelled effective _____.
5. Newton Gresham Library, (936) 294-1613: All library books must be returned. Any outstanding fees must be paid.
6. Payroll, CHSS Building, Room 420, (936) 294-1098: Update your W-2 address by completing a change of address form. If you do not already have direct deposit, you can make arrangements for the disposition of your final check and vacation payoff (if applicable) by completing an ACH direct deposit form (if you do not already have direct deposit). Both forms are available in the Payroll Office, and original signatures are required.
7. Physical Plant Work Control, Sam South, 2424 Sam Houston Avenue, Room 119, (936)294-1868: Any keys issued must be returned.
8. Public Safety Services, Sam South, 2424 Sam Houston Avenue, (936) 294-1794: Any outstanding parking fines must be paid.
9. Procurement and Business Services, 1901 Avenue I, CHSS Bldg., Rm. 452, (936) 294-1894: Any p-cards, fuel cards and/or fuel keys issued must be returned.

The following benefits-related documents have also been included:

- [] COBRA Premium Rate Information. Employees Retirement System (ERS) will send you information and instructions regarding continuation of your insurance coverage (COBRA). This information will be sent to the address that SHSU Human Resources has on file for you. If you have questions regarding COBRA coverage, you should contact ERS at 1-877-275-4377.
- [] Optional Retirement Program Vesting Letter. Complete the employee portion of the form and return it through campus mail to Human Resources (Box 2356). **Note:** *If you anticipate enrolling in retiree group insurance as an ORP retiree now or at a later date, you should refrain from withdrawing all ORP funds as this could affect insurance eligibility.*
- [] Teacher Retirement System Notice of Final Deposit and Request for Refund (TRS 6 form). If you are interested in requesting a refund or rollover, complete the form and bring it by Human Resources to be notarized, or have it notarized prior to mailing it to our office (Box 2356).
- [] Application to Convert Group Life Insurance. If applicable, complete the employee (insured) portion of the form and return it through campus mail to Human Resources (Box 2356).

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Sam Houston State University is an Equal Opportunity/Affirmative Action Institution