

## Final Paycheck & Benefits Election Form 2018-2019 School Year Resignation/Retirement

School district employees who resign/retire and have completed the last day of their scheduled work calendar will receive a lump sum payoff on June 30, 2019, if applicable, and have the option to remain on the District's insurance plans through the summer months. **Please select one\* (1) option below.**

(\*NOTE: Only employees on a **September** work calendar are eligible for a lump sum payoff. **July** and **August** employees will still have the option to remain on the District's insurance through the summer months.)

1. As a **September** employee, I understand that I will receive a lump sum payoff. I select the following option below regarding insurance benefits:
  - If currently covered for medical, dental, vision and/or FSA, these premiums will be deducted from my final paycheck for the coverage costs during the months of June, July and August.** All other insurance coverage will terminate at midnight on the last day of my final month of FBISD employment. Any summer month extended medical, dental, vision, and/or FSA coverage will terminate on August 31<sup>st</sup>.
  - I elect to allow all benefits to expire effective June 30<sup>th</sup>.**
  
2. As a **July** employee (last paycheck is June 30<sup>th</sup>), I understand that paychecks will continue as normal based on the work calendar. I select the following option below regarding insurance benefits:
  - If currently covered for medical, dental, vision and/or FSA, these premiums will be deducted from my final paycheck for the coverage costs during the months of July and August.** All other insurance coverage will terminate at midnight on the last day of my final month of FBISD employment. Any summer month extended medical, dental, vision, and/or FSA coverage will terminate on August 31<sup>st</sup>.
  - I elect to allow all benefits to expire effective June 30<sup>th</sup>.**
  
3. As an **August** employee (last paycheck is July 31<sup>st</sup>), I understand that paychecks will continue as normal based on the work calendar. I select the following option below regarding insurance benefits:
  - If currently covered for medical, dental, vision and/or FSA, these premiums will be deducted from my final paycheck for the coverage costs during the months of July and August.** All other insurance coverage will terminate at midnight on the last day of my final month of FBISD employment. Any summer month extended medical, dental, vision, and/or FSA coverage will terminate on August 31<sup>st</sup>.
  - I elect to allow all benefits to expire effective July 31<sup>st</sup>.**

I, \_\_\_\_\_, select the option indicated above.  
(Print First and Last Name)

**Discovery Benefits, the District's COBRA Administrator, will handle the administration of any COBRA (continuation of benefits). The COBRA package will be mailed by Discovery Benefits to the home address listed in PeopleSoft within two (2) weeks of the employee's insurance coverage termination date.** Discovery Benefits can be reached at 1-866-451-3399. When prompted, select **option 1** then **option 2** for questions regarding the COBRA plan. **The life and disability plans end at the end of the month of termination, but you may continue your life plans within 31 days of the last day of employment.** Please contact Guardian at 1-800-525-4542 to continue your life plans. For your **supplemental Aflac policy**, please contact Lisa Bates at 713-444-2208.

**Please complete and submit this Final Paycheck & Benefits Election Form by the deadline date of May 17, 2019 by completing one of the following:**

- Scan and email or fax completed form to your assigned Benefits Specialist (see below) with the Subject line "Final Paycheck-Benefits Selection"
- For any additional questions, please contact your assigned Benefits Specialist.

Last Name begins with A-ED	Cindy Mucka	<a href="mailto:cindy.mucka@fortbendisd.com">cindy.mucka@fortbendisd.com</a>	281-634-2810	Fax: 281-327-2810
Last Name begins with EE-LAM	Gail Barnes-Maxwell	<a href="mailto:gail.barnesmaxwell@fortbendisd.com">gail.barnesmaxwell@fortbendisd.com</a>	281-634-1214	Fax: 281-327-1214
Last Name begins with LAN-REY	Janet Singleton	<a href="mailto:janet.singleton@fortbendisd.com">janet.singleton@fortbendisd.com</a>	281-634-1208	Fax: 281-327-1208
Last Name begins with REZ-Z	Kimberly Brown	<a href="mailto:kimberly.brown@fortbendisd.com">kimberly.brown@fortbendisd.com</a>	281-634-1241	Fax: 281-327-1241

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Date

### **Final Paycheck Information:**

The final paycheck date is based on your work calendar. (If you do not know your [work calendar](#), please submit an inquiry through [Talent Connection](#).)

- **July cycle**, salaried employees (on 226, 238 day calendars), will receive their final paycheck, via direct deposit, on June 30th. If you choose to continue your insurance benefits coverage through July and August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check.
- **August cycle**, salaried employees (on 202, 210 or 220 day calendars), will receive their final paycheck, via direct deposit, on July 31st. If you choose to continue your insurance benefits coverage through August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check.
- **September cycle**, salaried employees (on 180, 184, 185, 187, 190, 195 or 197 day calendars), will receive a lump-sum pay off of their calendar, via direct deposit, on June 30th. If you choose to continue your insurance benefits coverage through July and August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check.
  - Salaried 260 day employees (year round employees that work from September 1 to August 31) if you worked through August 31, will receive final pay check on August 31.

[NOTE: For retiring employees, this lump-sum pay off prevents delays in your receipt of your retirement benefits as TRS will not process retirement paperwork for employees whose salaries have not been paid in full.]

- All calendar cycles, **hourly employees**, will receive their final paycheck on the pay date corresponding to their final timesheet or Kronos submission as per the Pay End Date Schedule.