

## EMPLOYEE EXIT CHECKLIST

	Deadline	Employee Responsibility
<input type="checkbox"/>	Immediately after the decision to resign/retire is determined	Submit the electronic resignation via <a href="#">My Self Serve</a> > Main Menu > FBISD Self Service Forms > Exit Form. Select your expected last day reporting to work, verify your personal information, complete the acknowledgements, then submit for approval.
<input type="checkbox"/>	Immediately after the decision to resign/retire is determined	Update the home/mailling address to ensure the District can mail the W-2 form to the appropriate location. Access at via <a href="#">My Self Serve</a> >Main Menu>Self Service>Personal Information.
<input type="checkbox"/>	Immediately after the decision to resign/retire is determined	Contact your <a href="#">Benefits Coordinator</a> to discuss benefits options and the end of coverage.
<input type="checkbox"/>	For your information	Be aware that if the exiting employee will be accepting a position in another State of Texas public school district/university or Texas agency, the employee may have an opportunity to transfer state personal leave credit.
<input type="checkbox"/>	For your information	Complete the <a href="#">Final Paycheck &amp; Benefits Election Form</a> . Any outstanding debts or overpayments will result in deductions from the final paycheck.
<input type="checkbox"/>	Before the last day of employment	Submit an <a href="#">Employee Records Request Form</a> to the Human Resources Records Manager to request original service records, official transcripts, and the teacher certificate. These original documents will be forwarded to the exiting employee only after the resignation has been fully processed.
<input type="checkbox"/>	Before the last day of employment	Sign and submit any remaining/outstanding travel vouchers.
<input type="checkbox"/>	By the last day of employment	If you have any questions, submit an inquiry with <a href="#">Assyst</a> .
<input type="checkbox"/>	By the last day of employment	As applicable, submit the Retirement Sick Leave Payment Form, final timesheet, leave paperwork, and/or employee absence verification sheets.
<input type="checkbox"/>	By the last day of employment	As applicable, return all library books and reconcile any overdue charges before leaving the campus/department.
<input type="checkbox"/>	By the last day of employment	If you have questions related to Teacher Retirement System (TRS) member benefits, please contact <a href="#">TRS</a> for more information.
<input type="checkbox"/>	By the last day of employment	Collect and remove all personal belongings, and follow checkout procedures at the work location to return the employee photo identification card, tools, uniforms, laptops/iPads, equipment, keys, etc.
<input type="checkbox"/>	Will be received at the employee's home address within two (2) weeks of Employee's insurance Coverage termination date.	Fort Bend ISD employees and their dependents who are enrolled in medical, dental, vision insurance, and/or a flexible spending account at the time of District separation are eligible for COBRA. After the employee exit has been processed, COBRA information will be sent to the home address the employee has on file in My Self Serve. Contact the COBRA administrator, WEX/Discovery Benefits, at 1-866-451- 3399 for questions. To obtain COBRA coverage, the employee must complete the appropriate paperwork and return it to the COBRA administrator within the specified time frame.
<input type="checkbox"/>	After separation from the District	W-2 forms will be mailed to the address on file at the time of separation from the District. Contact <a href="#">Human Resources</a> if the home address changes prior to the mailing of form W-2 in January.

For additional questions, submit an inquiry through [AssystNET](#) under HR Services