

EMPLOYEE EXIT CHECKLIST

| | Deadline | Employee Responsibility |
|--------------------------|--|---|
| <input type="checkbox"/> | Immediately after the decision to resign/retire is determined | Submit the electronic resignation via Employee Self Service --> FBISD Self Service Tile --> Exit Form. Select your expected last day reporting to work, verify your personal information, complete the acknowledgement, then submit for approval. |
| <input type="checkbox"/> | Immediately after the decision to resign/retire is determined | Update the Home Address to ensure the District can mail the W-2 form to the appropriate location. Access at via Employee Self Service --> Personal Details. |
| <input type="checkbox"/> | Immediately after the decision to resign/retire is determined | Contact your Benefits Coordinator to discuss benefits options and the end of coverage. |
| <input type="checkbox"/> | For your information | If you are accepting a position in another State of Texas public school district/ university or Texas agency, you may have an opportunity to transfer available state personal days. For more information please contact HR . |
| <input type="checkbox"/> | For your information | If you are retiring through the Teacher Retirement System (TRS), you must submit your TRS-7 form to TRS . Contact TRS for information. |
| <input type="checkbox"/> | For your information | Complete the Final Paycheck & Benefits Election Form . Any outstanding debts or overpayments will result in deductions from the final paycheck. |
| <input type="checkbox"/> | Before the last day of employment | Submit an Employee Records Request Form 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 | Complete the online Employee Exit Survey . |
| <input type="checkbox"/> | By the last day of employment | As applicable, submit the 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 | Return all keys including building, filing cabinets, storage facilities, vehicles, etc. |
| <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 forty (40) days of separation from the District | 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, 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 timeframe. |
| <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 Human Resources if the home address changes prior to the mailing of form W-2 in January. |

For additional questions, submit an inquiry through the [Talent Connection](#).