

# End of Year RETIRE Form

## Return to Human Resources

<b>Employee Name</b>		<b>Employee #</b>	
<b>Campus/Dept Name</b>		<b>Position</b>	

Please indicate which work group you belong to. Do not include extra stipend days. EX. Teachers = 187 days

\_\_\_\_\_ 0 up to 201 days - last paycheck/benefits end in August --- 10 Month Employee

\_\_\_\_\_ 202 to 224 days - last paycheck/benefits end in July --- 11 Month Employee

\_\_\_\_\_ 225 to 260 days - last paycheck/benefits end in June --- 12 Month Employee

- I turned in my resignation letter, with the intent to retire, to Human Resources. (Attach copy)
- I have attached my request for reimbursement of Local Leave and Exemplary Attendance Days
- I have attached my **blank** TRS 7 form.
- I understand my last paycheck will be by direct deposit to the account on file and will be paid according to the normal district payout schedule as listed above.
- I understand if I am a **11 Month** or **12 Month** Employee, I can request my benefits end in August however I must do so in writing.

*I understand my last paycheck will be delivered by direct deposit to the account on file, if I have turned in all necessary documents and equipment to the district otherwise my final check will be a "live" paper check and can be picked up from the Human Resources Office.*

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

# End of Year RESIGN Form

## Return to Human Resources

<b>Employee Name</b>		<b>Employee #</b>	
<b>Campus/Dept Name</b>		<b>Position</b>	

Please indicate which work group you belong to. Do not include extra stipend days. EX. Teachers = 187 days

\_\_\_\_\_ 0 up to 201 days – last paycheck/benefits end in August --- 10 Month Employee

\_\_\_\_\_ 202 to 224 days - last paycheck/benefits end in July --- 11 Month Employee

\_\_\_\_\_ 225 to 260 days – last paycheck/benefits end in June --- 12 Month Employee

- I turned in my resignation letter to Human Resources. (Attach copy)
- I understand my last paycheck will be by direct deposit to the account on file and will be paid according to the normal district payout schedule as listed above.
- I understand if I am a **11 Month** or **12 Month** Employee, I can request my benefits end in August however I must do so in writing.

*I understand my last paycheck will be delivered by direct deposit to the account on file, if I have turned in all necessary documents and equipment to the district otherwise my final check will be a "live" paper check and can be picked up from the Human Resources Office.*

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