

Human Resources

Offboarding Resources

In order to assist you with this transition, we have compiled some important information for you.

HR Contact

You have been provided contact information for a [System \(SYS\) Human Resources Representative](#) who has been designated to assist you. They will provide appropriate referrals and answer any questions you may have along the way.

Employee Assistance Program (EAP)

We recognize that a job loss can be a very stressful time. Our [Employee Assistance Program](#) has a wide array of services including confidential counseling, legal guidance, financial resources, return to work guide, resources on coping with job loss and more. Go to [ComPsych Guidance Resources Online](#), click on the Register tab and enter the Organizational Web ID code: UNTS. These resources are available to you and family members living in your home for three (3) months after the end of your employment to help you with your transition.

Texas Workforce Commission (TWC)

[TWC](#) and [Workforce Solutions for Tarrant County](#) have put together [resources](#) to help individuals prepare for new job opportunities. You may qualify for [Unemployment Insurance](#), and we encourage you to contact a [local Tarrant County TWC office](#) to get a better understanding of your benefits. UNT SYS does not make any decisions regarding whether former employees qualify for benefits.

Final Paycheck

If you currently have direct deposit, your final paycheck will be direct deposited to your account in most cases. Contact the [Payroll Department](#) at 940-369-550, option 2 or at payroll@untsystem.edu for questions on final pay.

Leave Balances

Employees who have more than six (6) months of Texas state service and are not transferring to another Texas state agency will be paid for vacation time in a lump sum. This payment will be direct deposited into your account on file with Payroll within 6-8 weeks after your last day of employment.

If you are transferring to another Texas state agency, your vacation and sick leave accruals may be eligible for transfer. Please send inquiries to HRRecords@untsystem.edu.

To find out how many vacation hours you have available, you can login to your self-service account in the employee portal at [My UNT System](#). The balance will be listed on your home page under the Time tile, "Leave/Comp Time" section. If you need further information regarding your balances, you may contact [Time and Labor](#) in the Business Service Center at 940-369-5500, option 3.

If you have a balance of 1.5 Comp Time that is not used prior to your last day at SYS or unused floating holiday(s), those hours will be included with the vacation lump sum payment. There is no payout for 1.0 Comp Time or unused sick leave.

If you wish to do so, you may donate your unused sick leave to the Sick Leave Pool or to a SYS employee with a medical certification on file and the need for the donation. The Sick Leave Pool/Donation Form can be found on our website at [Sick Leave Donation](#).

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Retirement

Optional Retirement Plan (ORP)

You should consult with your ORP carrier to discuss your options. A list of ORP carriers can be found at [Retirement Plans](#). The System Benefits department will update your status and electronically inform your carrier that you have left university employment and to indicate your status (vested/non-vested).

ORP participants vest after one year and one day of contributions. If you contributed to ORP for thirteen (13) months, you are vested. Upon termination of your employment, you retain control of both your contributions and HSC contributions made on your behalf.

[Teacher Retirement System \(TRS\)](#)

You are not required to refund your TRS contributions. The decision to seek a refund of your member contributions is an important one, and it may significantly impact you in several ways including the loss of certain types of credit which must be continuously maintained and once refunded, members can repurchase this service credit later. In addition, if you resume TRS membership at a later date, you will be subject to new retirement eligibility criteria. Therefore, it is advisable to consider all options available to you before deciding. These options include the following:

If you have fewer than five (5) years of TRS Service, you have two choices:

1. Withdraw the funds in your TRS Account. Federal income taxes will be withheld from the refund check, and penalties apply if you are younger than 59 ½ years old. Refunds can take 8-12 weeks.
2. Roll your TRS funds into an Individual Retirement Account (IRA) or another qualifying retirement plan (like a 401(k) plan) at a new employer.

The form to withdraw or rollover your TRS funds (TRS-6 Application for Refund) can be found at [TRS Application for Refund](#). Note the withdrawal may be taxed and subject to penalties.

If you have five (5) years or more of TRS Service, in addition to the choices above, you may choose to leave your account intact. Upon reaching retirement eligibility, you may request a monthly annuity from TRS. More information is available on the [TRS website](#) or by calling 800-223-8778.

For additional information about separation from employment and its effects on retirement, visit the UNT System website at [Leaving the University](#).

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Medical Insurance

Regular staff members will remain on UNT System's medical insurance programs through the end of the month in which they stop working. For example, if your last day at work is May 15th, your insurance will end on May 31st.

Once your medical insurance ends, information regarding COBRA eligibility will be mailed to you by ERS approximately 7-12 days after ERS is notified of the coverage ending. COBRA allows you and/or your covered dependents to keep health, dental, and vision coverage only under the Group Benefits Program (GBP). If you choose COBRA continuation coverage, you will be responsible for the full cost of your premium(s). If eligibility is determined, you will be able to make COBRA elections when you receive the COBRA information from ERS.

If you elect COBRA for at least Employee Only and you have a break in service but return to work at a Texas state agency within one year, the 60-day waiting period for health insurance will be waived at your new agency.

Flexible Spending Account

Unless you participate through COBRA, your Texflex healthcare account will be closed at the end of the month of your last day of employment. You will only be able to submit claims for expenses you incurred before your coverage end date. If you have a Texflex debit card, the card is deactivated on the last day of the month in which your employment ends. The individual monthly contribution to Texflex that you signed up for this plan year will continue through your last paycheck from HSC.

If you haven't used all the money you've contributed to the FSA before your last day, you can contact Texflex Customer Care, at 866-353-9839 (TTY:711) Monday through Friday from 7am to 7pm. You have until December 31 of each year to file claims for expenses you had while participating. IRS rules do not allow for a refund of the unused balance of your Texflex healthcare account. Visit the [Texflex](#) website for additional information.

Employee Portal

You will still have access to the employee portal ([My UNT System](#)) after your last day of employment with SYS. You can log in with your Single Sign-On info to view all your paystubs and vacation payout information once they are paid to you. You can also log in at the end of the calendar year (usually end of January) to download your [W-2](#). They will not be sent out by mail.

There is no expiration date for access to the employee portal. You may have to reset your password periodically as prompted by the [AMS system](#).

Please contact your [SYS HR Benefits Advisors](#) for any benefits or retirement questions.

Your SYS HR office is also available to assist with additional questions not addressed here. Email your SYS HR representative or systemhr@untsystem.edu.