

Basic Information for Employees Leaving TSU*

- **Final Paycheck** – You will receive your regular paycheck as prescribed on your regular pay day following your separation date.
- **Final Pay Method** – Your final pay will be issued in the same manner as you have always been paid prior to your separation.
- **MyTSU Access** – You will have access to MyTSU for 1 year after your separation. You can access your W-2 form(s), Form 1095-C, and check stubs on MyTSU.
- **Annual Leave** – You will be paid in lump sum (exception granted for retirees) for any unused accrued annual leave except in a dismissal for gross misconduct, as defined in TBR Policy 5:01:00:00 or transfer to another department/agency of the State of Tennessee as outline in TBR Policy 5:01:01:06. Annual Leave will be paid out within 30 days of the effective date of separation.
- **Sick Leave** – Upon separation of employment, accumulated Sick Leave shall not be used as terminal leave, and you shall not be entitled to any lump sum payment for accumulated Sick Leave. If you are transferring to another state agency, your accumulated Sick Leave shall be transferred according to Leave Transfer between TBR Institutions and State Agencies (TBR Policy 5:01:01:06). TCRS member employees who separate due to retirement shall have all unused accumulated Sick Leave hours credited toward service days for retirement purposes (no payment involved).
- **Forwarding Address** – Please submit any changes in address to HR@tnstate.edu. Be sure to include your T#.
- **Health Care Insurance** – Medical/Dental/Vision/Short Term Disability/Basic and Voluntary Term Life Insurance/Basic and Voluntary Special Accident Insurance premiums will be deducted from your final paycheck (providing there are enough funds). Insurance coverage will end at the end of the month following your final paycheck of wages). Contact Securian Financial/Minnesota Life regarding continuing life insurance coverage 866-881-0631.
- **COBRA Notice** – The COBRA Notice will be mailed to you from Benefits Administration within 30 days after your insurance coverage ends. Call Benefits Administration at 800-253-9981 if you have questions.
- **Long Term Disability (LTD)** – Call Lincoln Financial at 800-423-2765 if you have questions regarding LTD.
- **Flexible Spending** – If you are enrolled in Flex Spending, funds are available for use as long as your health care is active. You have 30 days to file claims thereafter. Dependent Care Spending must be satisfied within 30 days after you separate. Contact Optum Bank at 866-600-4984 if you have questions.
- **Health Savings Account** – the funds are yours. Contact Optum Bank at 866-600-4984 to inquire about the fees associated with a ‘Retail’ account.
- **Retirement Plans** – If you are not retiring, contact the retirement provider for options regarding the disposition of your account. If you ARE retiring, contact the retirement provider for options regarding the distribution of your funds.
 - TCRS – 800-922-7772
 - 401k/401k ROTH/457 – 800-922-7772
 - TIAA – Austin Jefferson / ajeffer@tiaa.org / 615-783-2956 / 800-842-2252
 - Voya – Ed Stewart / ed.stewart@voyafa.com / 615-627-5936 / 866-776-6704

* Some information may change without notice.