



## Information for Employees Leaving Tennessee State University

- 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, direct deposit or paycheck, currently in place at the time of your separation.
- MyTSU:** You will have access to MyTSU for one (1) year after your date of termination. You can access your W-2 form(s) and check stubs on MyTSU.
- 

### Annual Leave

- Payment Method:** 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 outlined in TBR Policy 5:01:01:06. Annual leave will be paid out within thirty (30) days of the effective date of separation.

### Sick Leave

- (Non-payment):** Upon termination 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. (See TBR Policy No. 5:01:01:06.) TCRS member employees who terminate due to retirement shall have all unused accumulated sick leave hours credited toward service days for retirement purposes (no payment is involved).
- 

### Forwarding

- Address:** Please be sure that your mailing address is current by checking MyTSU or your last paycheck stub. If your mailing address needs to be updated, complete Forwarding Address information on Employee Exit Form.
- 

**The following State of Tennessee benefits are deducted one month in advance; therefore premium(s) will be deducted from your final regular paycheck. Coverage will be in effect through the last day of the month following the effective date of separation.**

### State of Tennessee Health/Dental/ Vision/ Short Term Disability

Contact the State of Tennessee Benefits Administration at 800-253-9981 if you have any questions about your medical, dental, vision or Short Term Disability benefits.

The CVS CareMark pharmacy card is effective as long as health care benefits are effective.

Note: Check your paystubs or MyTSU for benefits in which you are currently enrolled.

### Life Insurance:

Minnesota Life will contact you by letter outlining options for continuation for Basic, Optional Term Life and Optional Special Accident Insurance.

Contact Minnesota Life at (866) 881-0631 if you have any questions or concerns about your continuation options for any of these life Insurance policies.

***Information for Employees Leaving Tennessee State University, page 2***

**COBRA Notice:** You will receive written correspondence from the State of Tennessee Benefits Administration within thirty (30) days of your separation, which will explain your rights to continue your health care benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Contact the State of Tennessee Benefits Administration at 800-253-9981 if you have any questions or concerns about your COBRA Notice.

---

**The following Tennessee Board of Regents (TBR) benefits will end the same month in which you terminate. Deductions are taken in the current month. No deductions will be taken from your final paycheck.**

**Long Term Disability:** Contact Lincoln Financial at 800-423-2765 to continue coverage after termination.

---

**Flexible Spending:** If you are enrolled in flex spending, medical and dependent care funds are available until the end of the month in which you terminate. Claims can still be submitted for services 30 days after your termination date. Contact Payflex at 855-288-7936 if you have questions.

**Health Savings Account** Funds remain on the card indefinitely; however, there may be fees applied. Call Payflex at 855-288-7936 if you have questions.

---

**Retirement Plan Contact Info:**

TCRS:	Counselor	(800) 992-7772
TIAA:	Andrew Hall	(615) 783-2905
VALIC:	Andy McQuiston	(615) 879-6983
Voya:	Ed Stewart	(615) 627-5936

**Deferred Compensation Contact Info:**

401(k)/457:	Empower Retirement	(800) 922-7772
403(b):	TIAA	(866) 842-2336
403(b):	VALIC	(800) 892-5558
403(b):	Voya:	(866) 776-6704

---

**Additional Resources:**

Social Security Administration 120 Athens Way Nashville, TN 37228 (877) 808-5460 <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>	S.H.I.P. State Health Insurance Assistance Program Tennessee Commission on Aging and Disability Andrew Jackson Bldg. 502 Deaderick Street, 9th Fl. Nashville, TN 37243 (615) 741-1585 <a href="http://www.tnmedicarehelp.com">www.tnmedicarehelp.com</a>
---	---

**TSU Office of Human Resources:** Contact Pamela Trent, TSU Agency Benefits Coordinator, at (615) 963-7433 if you need additional information about your benefits.