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/ EyeMed Vision: Contact the State of Tennessee Benefits Administration at (615) 741-3590 if you have any questions about your medical, dental and/or EyeMed Vision benefits.

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.
**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 medical, dental and vision benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Contact the State of Tennessee Benefits Administration at (615) 741-3590 if you have any questions or concerns about your COBRA Notice.

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The following Tennessee Board of Regents 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.

**VSP Vision:**
Contact VSP Vision at (877) 503-1588 if you wish to continue coverage after termination.

**Aflac:**
Contact Aflac at (800) 992-3522 if you wish to continue coverage after termination.

**Long Term Care:**
Contact MedAmerica at (866) 615-5824 to continue coverage after termination.

**Long Term Disability:**
Contact Prudential at (800) 842-1718 to continue coverage after termination.

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**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 prior to the termination date. Medical and dependent care funds terminate at the end of the current month. Contact Pamela Trent, TSU Agency Benefits Coordinator, at (615) 963-7433 if you have any questions or concerns about your Flexible Spending Accounts.

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**Retirement Plan Contact Info:**
- **TCRS:** Counselor (615) 741-1971
- **TIAA-CREF:** Richard Levine (615) 783-2907
- **VALIC:** Rene Ward (615) 221-2541
- **Voya:** Ed Stewart (615) 627-5936

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**Deferred Compensation Contact Info:**
- **401(k)/457:** Empower Retirement: (800) 922-7772
- **403(b):** TIAA-CREF: (615) 783-2907
- **403(b):** VALIC: (615) 221-2541
- **403(b):** Voya: (615) 627-5936

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**Additional Resources:**
- **Social Security Administration**
  120 Athens Way
  Nashville, TN 37228
  (877) 808-5460
  [www.socialsecurity.gov](http://www.socialsecurity.gov)

- **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
  [www.tnmedicarehelp.com](http://www.tnmedicarehelp.com)

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

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