

FBISD – Off-Boarding Frequently Asked Questions

Question	Answer
<p>When will last paycheck be received?</p>	<p>The final paycheck date is based on your work calendar. (If you do not know your work calendar, please submit an inquiry through Talent Connection.)</p> <ul style="list-style-type: none"> ○ July cycle, salaried employees (on 220-, 226-, 231-, 238- or 242-day calendars), will receive their final paycheck, via direct deposit, on June 30th. If you choose to continue your insurance benefits coverage through July and August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check. ○ August cycle, salaried employees (on 202-, 210- or 220-day calendars), will receive their final paycheck, via direct deposit, on July 31st. If you choose to continue your insurance benefits coverage through August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check. ○ September cycle, salaried employees (on 184-, 185-, 187-, 190- and 197-day calendars), will receive a lump-sum pay off their calendar, via direct deposit, on <i>June 30th</i>. If you choose to continue your insurance benefits coverage through July and August (per your Final Paycheck & Benefits Election Form), those premiums will be deducted from this check. <p>[NOTE: For retiring employees, this lump-sum pay off prevents delays in your receipt of your retirement benefits, as TRS will not process retirement paperwork for employees whose salaries have not been paid in full.]</p> <ul style="list-style-type: none"> ○ All calendar cycles, hourly employees, will receive their final paycheck on the pay date corresponding to their final timesheet or Kronos submission as per the Pay End Date Schedule.
<p>What days are paid for upon retirement?</p>	<p>Employees who retire in accordance with TRS guidelines after ten or more continuous years in Fort Bend ISD shall be paid for up to 150 days of unused Local Sick or Local Personal Leave (grandfathered in). You must turn in your TRS 7 form before you exit the District.</p>
<p>How much is received for these days?</p>	<p>Paraprofessional and Auxiliary employees,</p> <ul style="list-style-type: none"> • \$50 a day <p>For hourly employees,</p> <ul style="list-style-type: none"> • Hours are calculated into days • \$50 a day <p>For professional employees,</p> <ul style="list-style-type: none"> • \$75

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What if transferring to another State of Texas public school?	If you have accepted or anticipate accepting a position in another State of Texas public school district/university or Texas agency, you may have an opportunity to transfer State Personal Leave credit. Those State days are included in your service record.
How to request service records?	Complete and submit an Employee Records Request Form to request original service records, official transcripts and, if applicable, the teacher certificate. (Form can be found on link at bottom of the page.) The Records Department will provide the original documents directly to you , as per the option you select on the Records Request Form, but only after the resignation has been fully processed in Human Resources.
What about W2 or W4 information?	For questions relating to your W-4 form or W-2 form information, contact: payroll@fortbendisd.com
What about benefits? When will they end?	For questions relating to benefits, contact the FBISD Benefits department: benefits@fortbendisd.com .
Where can Teacher Retirement (TRS) information be found?	<p>Teacher Retirement System of Texas (TRS) TRS Website: www.trs.texas.gov Phone: 1-800-223-8778</p> <p>Visit the TRS website or give them a call for additional information as you plan your retirement.</p>
What are the Exit Process Steps?	<p>1. As soon as you decide to resign or retire from the District, complete the online Exit Form in My Self Serve.</p> <ul style="list-style-type: none"> ○ Log into PeopleSoft ○ Click on Self Service ○ Click on FBISD Self Service Forms ○ Click on Exit Form. (No matter on what calendar you work, your resignation date should be the last day you physically work.) ○ Once you have submitted the Exit Form and while you are still logged into PeopleSoft, verify that your home address is correct to ensure that the District will mail your W-2 Form to the correct location. Go back to: Self Service > Personal Information > Home and Mailing Address <p>**Please contact the Human Resources Department at 281-634-1270 if you have a change of address after leaving the District to update your information.</p> <p>2. Complete the FBISD Employee Exit Interview Survey.</p>