



WHEN YOU DECIDE TO RETIRE

Payroll Information for Classified Employees

- 1) Contact TRS to discuss retirement options and choose your retirement date. NEISD **will not** advise an employee on a retirement date.
- 2) Login to [Lawson Employee Center](#) and submit your Retirement/Resignation Request. The request must be approved by your supervisor before it is processed by Human Resources (HR). If you have questions on how to complete the request, contact HR at (210) 407-0188. Once HR has processed your retirement/resignation request, your retirement date and last work date is updated in their system and the information is routed to Payroll.
 - Please note the timeframe of when you submit your Retirement/Resignation Request could significantly impact when your annuities will begin with TRS. Please ensure you enter your Retirement/Resignation Request prior to your last scheduled work day.
- 3) Your last paycheck will be issued based on the [Payroll Schedules](#). Please submit your resignation/retirement request to HR as soon as possible to ensure that your retirement will not be delayed. Payroll will not be able to give estimates of your last salary paycheck until all information is updated in the Payroll system and we have had sufficient time to review your information. IF an estimate is given to an employee, it is **ONLY** an estimate, and any information is subject to change.
- 4) **December Retirees:** If your salary has been reduced for any unpaid absences (docks) in the fall semester of the year of your retirement, you may not earn a year of creditable service for TRS if you retire in December. Please contact TRS for guidance. If you do not earn a creditable year of service as of December 31st, you will need to have 90 paid work days between September 1st and your retirement date to earn a year of membership service credit. This may affect your retirement date.
- 5) If you separate from the district prior to completing your work schedule, overuse of unearned Local Sick, State Personal, or Vacation leave may be docked in your final paycheck (IF APPLICABLE). ***Any docks in pay may affect your year of membership credit service qualification for retirement.*** Please refer to the TRS handbook for more information.
- 6) If you are eligible for a leave payout of your unused leave, this will be paid on a check **after** your last paycheck. TRS will not be deducted from any leave payout amounts. It **may** take up to two payrolls to process the leave payout. Leave payouts will not affect when you receive your first check from TRS.

- 7) Please make note that your paychecks will be deposited into the bank account that is listed in Lawson. If that information changes before your last scheduled work day, please update via [Lawson Employee Center](#). If the change occurs after your last scheduled work day, please contact Payroll immediately at (210) 407-0186.
- 8) Retirement Certification (formally TRS 7 form):
- a. The Retirement Certification is now completed electronically by NEISD once TRS submits the certification to our TRS portal. It is no longer a physical form that is completed.
 - b. TRS typically submits it to the NEISD Portal on/around your established retirement date.
 - c. The certification will be completed by NEISD within 10 days after your last TRS compensable check has been paid.
 - d. The final reports that TRS needs to calculate your payments will be submitted by NEISD the month after your last TRS compensable check is paid.
- 9) If you have questions regarding your NEISD benefits or supplemental retirement accounts (403(b)/457(b)/457(b)Roth), contact the Employee Benefits Department at 210-407-0187. Payroll does not have the information to answer questions related to employee benefits or supplemental retirement accounts.
- 10) Your current year W-2 will be mailed to the last address we have on file for you. Please make sure HR has your most current address on file prior to your last scheduled work day. Not having a current address on file with the district may cause a delay in receiving your W-2.
- 11) Please make sure you register for [MyPayInfo](#) prior to your last day of employment so that you can have access to your paycheck stubs and W-2s.

Important Numbers:

Human Resources Department:	(210) 407-0188
Payroll Department:	(210) 407-0186
Benefits Department:	(210) 407-0187
Teacher Retirement System of Texas (TRS):	(800) 223-8778

IMPORTANT TRS INFORMATION TO CONSIDER:

[TRS Benefits Handbook](#)

Creditable Membership Service (page 14)

Service credit is earned in one-year increments. Only one year of service may be credited in any one school year. A year of service credit cannot include more than 12 months. For years prior to the 2012-2013 school year, a school year starts on Sept. 1 and ends Aug. 31, or it starts on the date of your employment under a contract or oral or written work agreement that begins on or after July 1 and ends no more than 12 months later. **Starting with the 2012-2013 school year, all TRS members receive service credit based on a standardized school year that begins Sept. 1 and ends Aug. 31.** The TRS standardized school year may not be the same as the instructional year of your employer.

To earn a year of membership service credit, you must work in a TRS-eligible position or receive paid leave from a TRS-eligible position for at least 90 days during the school year. In the last year of employment before retirement, you may earn a year of service credit by working and/or receiving paid leave for each day of the full fall semester, even if that semester is less than 90 days. Effective Sept. 1, 2015, members who are regularly scheduled to work fewer than five days per week may earn a year of service credit by working four and one-half months; however, the member must serve at least four full calendar months during which the member works or receives paid leave for at least eight days each month and the member must also work or receive paid leave for an additional five days that cannot be included in the four full calendar months.

A TRS member may not receive a year of service credit before Dec. 31, except in the year of retirement when a member may earn a full year of service credit by working the entire fall semester.

NOTES:

- For December Retirees, if you have any DOCKS in pay during the fall semester of the year of your retirement, then you will need to have 90 paid days starting from September 1st of the current school year to your retirement date to be eligible for a year of membership service credit.
- The Payroll Department will not advise an employee of any alternate retirement dates if the employee has any docks in pay.

REIMBURSEMENT FOR LEAVE UPON SEPERATION

Unused Sick and State Personal Leave

DEC (LOCAL)

Upon resignation from the District, an employee who both (a) has ten consecutive years of NEISD employment immediately preceding the effective date of his or her resignation, **and** (b) is eligible to receive benefits from TRS shall be entitled to reimbursement for any unused local and state personal or sick leave earned in the District. For purposes of this policy provision, a year of NEISD employment means completion of a full school year, rather than a TRS year of service credit.

Leave is paid out at this rate:

State Sick, Local Sick and State Personal Leave earned *prior to July 1, 2005:*

First 80 days: 1/2 of employee's daily rate of pay at time of resignation up to a maximum of \$40/day.

After 80 days: 1/4 of employee's daily rate of pay at time of resignation up to a maximum of \$20/day.

Local Sick and State Personal Leave earned *after July 1, 2005:*

First 80 days: 1/2 of employee's daily rate of pay at time of resignation up to a maximum of \$75/day.

After 80 days: 1/4 of employee's daily rate of pay at time of resignation up to a maximum of \$65/day.

VACATION AND/OR BANK TIME

AUXILLIARY:

260 Day Employees- Vacation

Vacation will be paid out at the regular rate at the time of separation (after all salaried hours are paid).

PARAPROFESSIONALS:

ALL PARA Work Schedules- Bank Time

Bank time is paid out at the time of separation (after all salaried hours are paid). It will be charged to the campus/department overtime budget at the time of separation.

230 Day PARA Employees- VCPARA230G (Grandfathered Vacation Plan)

The **VCPARA230G** vacation plan is paid out at the regular rate at the time of separation (after all salaried hours are paid out). ***Only employees that were in a 230-day Para position prior to June 30, 2016 will have this plan.***

ALL 230-Day PARA Employees- Vacation

Please note: *The Vacation plan is not eligible for payout at the time of separation. These hours will be forfeited. ALL Paras in a 230-day position will have this plan.*

- * If you have questions about how a lump sum payout will affect your taxes, please consult your tax professional or visit the IRS website at [IRS.gov](https://www.irs.gov). NEISD cannot advise an employee on how your payout will affect your taxes.
- * Please note- Taxes withheld at the time of payment is based on your current W4 selection and the IRS tax tables. You may find the tax tables via the IRS website at [IRS.gov](https://www.irs.gov).