



Georgetown ISD Exit Information

Frequently asked questions by employees leaving Georgetown ISD:

Q: How will I receive my final check from GISD?

A: Your final check will be direct deposited in the same manner as previous checks.

Exception: Your campus or department notifies the Payroll Department that you have not returned GISD property previously issued to you. In that case, a live check would be issued and would be released by the Payroll Department once the missing item(s) or reimbursement is collected.

Q: How can I get copies of my checks and W-2's?

A: Print or save copies of checks, W-2's or any other information from your Skyward account before it is inactivated. Your access will be inactivated after your last check is processed.

Q: When will my health insurance and other deductions end?

A: Deductions including health insurance will continue through the end of the month in which you worked your last day or were out on approved leave.

Flexible Spending Accounts (FSA's) also end, and any unused funds may be forfeited.

Exception: You work a 175, 187, 197 day calendar and your term date is the last day of your work calendar. Your checks and deductions will continue through your August check. Please contact the GISD Benefits Coordinator if you have any questions.

Q: How will I receive my current year W-2?

A: Your W-2 for the current year will be mailed on or before January 31, the following year to the address we have on file as of December 1. To change your address with GISD, complete a Change of Address form from the Georgetownisd.org website and mail it to the Payroll Department (see address below).

Q: How can I withdraw funds from Teacher Retirement System (TRS)?

A: GISD will electronically file your payroll information and service record with TRS at the end of the month that you receive your final check. Within 90 days of the final electronic filing, TRS will mail you a form letter concerning your options for withdrawing or rolling your TRS balance into another account.

Contact TRS directly with questions:

Teacher Retirement System of Texas

1000 Red River Street Austin, TX 78701-2698

Phone Numbers: 1-800-223-8778 or 512-542-6400

Monday – Friday from 7 a.m. – 6 p.m.

Automated information available day or night, seven days a week

Georgetown ISD Payroll Department, 507 E. University Ave., Georgetown, TX 78626

Phone: 512-943-5000

Q: How will I receive my Cobra information?

A: A third-party administrator will send your Cobra information via direct mail. *Once an employee separates from an organization, the Cobra third-party insurance provider will be notified to mail you (hard copy) of your COBRA information. Please know that we have heard that this mailing could take a while; e.g. possibly even up to two (2) months. In addition, we understand that COBRA coverage will be retroactive; i.e. if coverage is not sorted out by the beginning of your last day of benefit coverage (which is likely), then once you do get your COBRA coverage; it will apply retroactively to any claims prior to the coverage starts. You'll, of course, want to verify this with the COBRA folks.*

TRS COBRA phone number is: 833.682.8972

Scott & White phone number is: 1.877.CONEXIS

And for any of your Supplemental Benefits - COBRA: 800.523.8422.