



**GVRA Exiting Employee
Employee Responsibilities**
Office of Human Resources

It is your responsibility as the departing employee to complete the following:

Completion of the items on this timeline will make your transfer/termination go much smoother.

2 weeks or more prior to your last day of work or as soon as you know you will be leaving:

- Notify your manager in writing of your resignation
- Go to Employee Self Service <https://route88.state.ga.us> to make the necessary changes to your address so that your annual leave payout and W-2 tax form can be mailed to the correct address.
- Complete any outstanding travel expenses you may have pending in Concur
- **Employees located at 200 Piedmont** - Complete a parking cancellation form 2 weeks prior to your termination date. Parking is paid a month in advance and deducted out of the last paycheck of the month. To obtain the GBA parking payroll deduction cancellation form contact GBA at 404-656-3251. This form should be turned in the Office of Human Resources.

Benefits

- Your health and flexible benefit insurance will be terminated at the end of the following month in which you terminate your employment, if your termination date is the last day of the month. Premiums deductions are deducted a month in advance.
- When State Health Benefit Plan (SHBP) receives notification of your termination, you will be sent information via mail pertaining to Cobra or visit [SHBP Cobra Information](#).
- When GaBreeze – (Flexible Benefits) receives notification of your termination, you will be sent information via mail pertaining to Cobra or visit [Flexible Benefits COBRA Information](#).
- You will automatically be paid for any unused annual, FLSA compensatory or holiday leave the following pay period. Any unused sick leave is lost unless eligible for payment under the rules of retirement.

Retirement Benefits

- **Planning to retire soon?** • In order to continue your State Health Benefit Plan (SHBP) coverage as a retiree, you and any dependents you want covered must be enrolled in the Plan at the time you retire. If you are not enrolled in the SHBP and wish to carry coverage as a retiree, you will need to enroll during Open Enrollment the year prior to your retirement. If you are retiring and turning age 65, you have the option of enrolling in an MA option, or remaining in a non-MA option. Please refer to the Retiree Decision Guide and the available premiums online for details at [SHBP](#).
- Contact Employee Retirement System (ERS) representative regarding access to your retirement funds at www.ers.ga.gov or by phone 404-350-6300.

GVRA Property Clearance

- Return all GVRA property: cell phones, pagers, radios, and/or computers, and tools to your department.
- Return procurement card or any GVRA credit/travel cards.
- Remove personal items from work area.
- Return uniforms (if applicable).
- Return all keys for offices, buildings, file cabinets, and/or other access codes or cards to your department.

Miscellaneous

- Provide location and access to all work related files to your supervisor.
- Your department will revoke your access to computer networks, systems, email*, and passwords, if you are ending you are ending your employment with GVRA,

Employee ID Badge, Access Cards, Parking Permits and Keys

- Return your Employee ID Badge and any parking decals to your manager
- ***For those employees located at 200 Piedmont Ave return your Parking Hang tag and Employee ID to Office of Human Resources.**