



The College of New Jersey Separation Guide

The following checklist is intended to provide important information in advance of your employment end date

Returning TCNJ Property - *(Please coordinate with your department to return the following if applicable).*

- Office keys should be returned to the facilities main office during designated office hours. Click on [Campus Key Procedures](#) for more details.
- College-owned technology such as a Laptop, iPad/Mobile Phone must be returned to the Office of Information Technology. Use the following link for details Helpdesk@tcnj.edu.

Paid Time Leave Balances - Resignation

- Faculty employees are entitled to receive a payout for any earned unused PLB (Personal Leave Bank) days only.
- Classified (CWA, IFPTE, PBA, NJLESA, NJSOA, AFT- Administration) and Unclassified (Non-Unit) employees are entitled to receive a payout for any earned unused vacation and energy leave days at the time of termination.
- Grant employees are not entitled to a leave payout.

Paid Time Leaves Balances - Retirement

- Faculty employees are entitled to receive a payout for any earned, unused Personal Leave Bank days only.
- Classified (CWA, IFPTE, PBA, NJLESA, NJSOA, AFT- Administration) and Unclassified (Non-Unit) employees are entitled to receive a payout for any earned unused vacation and energy days. A payout for any earned unused sick leave balance is at one-half of sick days, up to \$15,000 maximum upon retirement.
- Classified (CWA, IFPTE, NJLESA, NJSOA, PBA) Administrative Leave Days do not

qualify for a payout. You must either (Use or you will Lose).

- Grant employees are not entitled to a leave payout.

Note - All paid time leave balances are prorated. HCM Cloud will be used to review all balances to process payouts accordingly. It is important that your absence plan balances are kept up to date. If you've submitted a retirement notice, please complete sections 1- 6 of the SCOR Form and email it to hr@tcnj.edu.

Obtaining an Emeritus ID at Retirement

- The benefits and qualifications associated with emeritus status can be found here: [Emeritus Faculty & Staff Eligibility Guidelines](#)
- Contact Student Accounts by email at IDCARDS@TCNJ.EDU to make arrangements to maintain or have a new card created.

Retrieving a W2

- Separated employees may access their W2s as well as their pay data by logging into <https://my.adp.com>.
- For additional information, use the following link <https://payroll.tcnj.edu/adp/myadp-registration-and-app/>.

Exit Questionnaire and Exit Interview - This is optional

By choosing to participate, your responses provide valuable feedback and are greatly appreciated.

- Use the following link to complete the Exit Questionnaire:
https://tcnj.qualtrics.com//SE/?SID=SV_5imkF96p1WeBghK

If you would like to schedule an in-person exit interview, please contact Cristi Cartwright by email at cartwric@tcnj.edu before your last day to schedule a meeting.

Health and Welfare Benefits Information upon Resignation/Retirement

- If you are enrolled in the health/dental insurance plan(s), your benefits will end at the end of the month in which you are ending employment. A Cobra Notice will be mailed no later than 14 days after your termination date.
- If you are retiring and enrolled in the health/dental insurance plan(s), your

benefits will remain in effect for an additional 30 days after the end of the month in which your employment ends.

- Life insurance remains in effect for 31 days beyond your termination date. There is an option to convert your group policy to an individual policy with Prudential. Use the following link [Conversion of Group Life Insurance](#) for details.
- If you are enrolled in the Tax Save Program (Flexible Medical/or Dependent Spending Account(s) and Commuter Save Program, coverage will end at the end of the month. Use the following links [Tax\\$ave](#) and [Commuter Tax\\$ave Program](#) for details.

Additional Information

- Termination of Employment - <https://www.nj.gov/treasury/pensions/documents/factsheets/fact31.pdf>
- Tax Information (PERS/PFRS) - <https://www.nj.gov/treasury/pensions/documents/factsheets/fact27.pdf>
- Withdrawal from Ret System (PERS/PFRS) - <https://www.nj.gov/treasury/pensions/documents/factsheets/fact24.pdf>

Mandatory /Supplemental Voluntary Retirement Plans

Please contact your [Designated Service Provider Campus Representatives](#) to discuss your account details and investment options.

- If you are considering retirement, please use the [Retirement \(All Plans\)](#) link and select the checklist associated with your mandatory retirement plan.
- PERS/PFRS members are vested after attaining 10 years of pension service credit.
- ABP/DCRP members are vested at the beginning of the second year of ABP/DCRP-eligible employment.

Additional retirement plan information can be found below:

- [Alternate Benefit Program \(ABP\)](#)

- [Defined Contribution Retirement Program \(DCRP\) if Ineligible for PERS or TPAF](#)
- [Enrollment Public Employees' Retirement System Member Guidebook](#)
- [Police and Firemen's Retirement System Member Guidebook](#)

Please contact a benefits team member with questions by email at benefits@tcnj.edu or 609-771-2118.