

Payroll FAQ

What do I need to do if I want to retire?

1. Call or make an appointment with TRS to check eligibility at 1-800-223-8778.
2. If eligible, request a retirement packet from TRS.
3. Once you have made the decision to retire you will need to notify your principal or supervisor and complete the online Notice of Retirement Form located on the District's website under: Departments/Human Resources.
4. Make an appointment with Payroll Supervisor, Kelly Cardenas to go over your final paycheck details and turn in your TRS 7 Form, located in your TRS retirement packet.
5. TRS 7 Forms will be completed and mailed directly to TRS for processing at the end of the month that you receive your last check.

How do I access my paycheck details and W-2 Forms once I retire or resign?

1. Access the TEAMS Employee Service Center located on the District's website under: Employees/Employee Service Center.
2. Once you reach the login screen, you will need to click "Register" and create a new username and password in order to access your pay records.

What do I need to do if I am going to be out for an extended period of time?

1. Contact your principal or supervisor to inform them of your anticipated leave.
2. Contact the benefits office to discuss benefits and your leave options.
3. Complete the Notification of Medical Leave Form located on the District's website under: Departments/Benefits/Family Medical Leave Act. Select the appropriate FMLA application, complete and return to the benefits office by email: benefits@gccisd.net or fax: 346-216-3000.
4. Prior to going on leave, access the TEAMS Employee Service Center to confirm what available leave you have and work with your timekeeper to confirm how your absences should be coded.
5. Contact the payroll department with any questions regarding your pay.
6. Provide a medical release to the benefits office prior to returning to work.
7. Contact your principal or supervisor to notify them of your intent to return to work.

What do I need to do if I have changed my name?

1. You will need to provide the payroll office your new social security card that includes your new name. Letters from the Social Security Administration Office are not accepted.
2. You will also need to provide your new driver's license that includes your new name.
3. Once payroll processes the name change, you will be sent to HR to request a new school badge.
4. Changing your name in the payroll office also changes your name with:
 - o Benefits
 - o Human Resources
 - o Technology (email)
5. Other things to consider:
 - o Updating your beneficiaries with TRS (we can provide the form and notarize)
 - o Updating your beneficiaries with any Life Insurance companies
 - o Updating your benefits (if a life event - marriage/divorce)
 - o Updating your W-4