

Galena Park Independent School District

RESIGNATION FREQUENTLY ASKED QUESTIONS

1. How do I tender my resignation with Galena Park ISD?

Payroll Department

1. When will I get my last paycheck? Employee Handbook July 2018 (P3) 1.0-n.48.0m12 | geog () 1305 mfs

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- 12-0 Please contact the Lead Salary Clerk, Cecilia Negrete, at 832-386-1243 should you require further information.

2. What form do I need to submit if I want to withdraw my TRS contributions?

You will need to complete a TRS-

Other Benefits: First Financial Group Administrators 1-855-847-8422, Monday-Friday 7 AM – 4:55 PM CST

Who to Contact?

- Resignation (All Employees) – Sr. Director for Risk Management lhelgesen@galenaparkisd.com
- Calculation of Final Check – Lead Salary Clerk – cnegrete@galenaparkisd.com
- Benefits – Employee Benefits Department – jbernabe@galenaparkisd.com