Galena Park Independent School District RESIGNATION FREQUENTLY ASKED QUESTIONS

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1. How do I tender my resignation with Galena Park ISD?	
Professional and paraprofessional employees	

Payroll Department

1.	When will I get my last payche e kกิ ศิเองโ ษเร รมีเกิลเมิะทั่งสมให้เหลาไม่ไม่มี/ปุ๋165 m(P3()f)ชีโา.Ф-n.481.65m12ู้ I I ge 🕫 g () 1.5540 เร็าที่โรที่

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

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

You will need to complete a TRS-6 form "Application for Refund ", ha

district?

State leave is transferable to other school districts in the state of Texas. You will not be able local leave.

4.

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 <u>jbernabe@galenaparkisd.com</u>