To: UTHealth Faculty and Staff

From: Patricia Hinojosa, Executive Director, Payroll & Benefits

Date: December 13, 2022 (revised)

Subject: NEW Off-Boarding Guide & Access to Self-Service for Terminated or Retired Employees

Effective November 15th 2 new features in PeopleSoft for employees separating from UTHealth Houston.

Offboarding Activities & Tasks

The separating employee and their manager will receive a notification to complete tasks and activities in the **UTHealth Houston Offboarding Guide** in PeopleSoft when the PASS transaction is approved by System Data Resources (SDR). Only separating employees who are still active when the PASS transaction is approved will receive the notification.

The employee has various tasks to complete prior to departing UTHealth Houston, such as updating contact information, submitting final expense reimbursements, updating direct deposit information, etc. The employee's manager is directed to the **UTHealth Houston Offboarding Employee Manager Checklist** where there are several compliance related tasks the manager and department must complete prior to the employee's last day at UTHealth Houston.

Access to UTH Former Employee Portal

Separating employees will also be able to access certain documents after their last day at UTHealth Houston. They will be able to download and print past earnings statements, W2, 1095 forms, and can update contact information through use of the former employee portal https://formerstaff.uth.edu/sspr. An email with instructions to access will be sent to their personal email address after the separation PASS transaction has been finalized.

Resources for Employee and Manager

Portal Access: Helpdesk@uth.tmc.edu or (713) 486-4848

Employee Relations: hremployeerelations@uth.tmc.edu or (713) 500-3180

Payroll: payroll@uth.tmc.edu or (713) 500-3962

Benefits: benefits@uth.tmc.edu or (713) 500-3935

System Data Resources: sdr@uth.tmc.edu or (713) 500-3530