



# End of Employment Information

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Accounts and Services



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Office of People Relations

# Accounts and Services

## Tuition Remission

If you have received tuition remission at the time of layoff, you may complete the semester, or summer session.

You may be liable for payment of tuition, depending on whether your separation occurs before or after the official Census Date for the semester in which your separation occurs.

## NMSU Email Address (Through Information Technology Services)

Your NMSU email account ending in @nmsu.edu will remain active for one year following termination date.

If you have another email issued by your unit or community college campus, it may be deactivated upon separation.

## Final Pay

- Submit your final timesheet or leave report no later than your last work day.
- Final pay is normally the pay period after the separation date.
- Final pay will include unused, accrued Vacation up to 240 hours. Sick leave hours are not payable.
- Final pay, or payment of unused vacation may be delayed if last timesheet or leave report is not submitted timely.



# Accounts and Services

## Parking Permits (Through Parking and ID Services)

When employees terminate employment, the Parking Department will send the employee a letter informing them of their options:

- You may return the permit to the parking department for cancellation and may request a partial refund.
- You may pay the remaining balance owed to the Parking Department and keep the permit.

**Phone:** (575) 646-2306

**email:** [parking@nmsu.edu](mailto:parking@nmsu.edu)

**website:** [park.nmsu.edu](http://park.nmsu.edu)

**Located at:** 1400 E. University  
(NMSU Bookstore)

## NMSU ID Card

- Employees issued an NMSU ID card that is strictly used for NMSU identification should be destroyed.
- Employees who hold an ID card with an Aggie Cash account service should contact the Parking & ID Card Services office to inactivate the Aggie Cash account service and the card should be destroyed.
- ID cards serving as a Wells Fargo Debit card should be treated as a debit card and will remain active with the person through their Wells Fargo bank account.

**Phone:** (575) 646-2306

**email:** [idsvs@nmsu.edu](mailto:idsvs@nmsu.edu)

**website:** [idcard.nmsu.edu](http://idcard.nmsu.edu)

**Located at:** 1400 E. University  
(NMSU Bookstore)