

I'm planning to retire. What do I need to do?

1. **Contact your retirement vendor (OPERS, STRS, or ARP)**
 - a. Set up an appointment **at least three months prior** to your anticipated retirement date with a retirement system counselor to help identify retirement options available and determine your benefits
 - b. Complete and file application with state vendor
 - c. Decide on retirement date
 - d. Gather all applicable paperwork from vendor
 - Monthly benefit, health benefits
2. **Provide a Written Statement to your Human Resources Professional (HRP) with your intended date of retirement¹**
 - a. Notification to HRP needs to be **at least 60 days prior** to the intended retirement date
 - b. HRP needs to enter the retirement date into the Human Resource Information System (HRIS).
 - c. Vacation and sick leave payouts
 - 1) Your HRP should tell you the amount of accrued leave you have
 - 2) Department HRP to communicate the accrual banks for leaves to payroll
 - 3) Final pay date—earnings through the last day worked. Will include accrued leave if the department notifies payroll of the leave accrual information in time for final payroll processing.
 - If payroll deadline is missed, the leave payout will be in a separate paycheck. See your HRP for payroll deadlines.

¹**Delay of notifying your department will cause a delay in your retirement check and health benefits (if eligible).**

3. **Office of Human Resources (OHR) Notification (No direct notification to OHR is needed by you)**
 - a. Once you meet with OPERS/STRS they will notify OHR's retirement office of your scheduled retirement date.
 - b. Once the retirement date is entered in the system by the HRP² the date will be certified by OHR.
 - c. OHR CANNOT certify your retirement date with OPERS/STRS until your HRP enters the retirement date in the HR System².
 - d. If you are enrolled in ARP, contact your ARP vendor(s) to discuss timing of your retirement. In this situation, you must notify OHR of your retirement date, the ARP vendor(s) will not notify OHR.

²**Failure to enter the date before you retire will cause a delay in your first retirement pay and benefits.**

4. **Options at Retirement**
 - a. Open or increase a Supplemental Retirement Account (SRA) to shelter your leave payouts from taxes
 - 1) In order to open or increase a SRA³ you will need to complete the Salary Redirection Form and return it to OHR prior to the applicable payroll processing date
 - 2) Salary Redirection Form online at hr.osu.edu/forms/ben/sraform.pdf
 - b. Retiree Group Term Life Insurance continuation
 - 1) A letter will be generated at the beginning of the month in which you retire informing you of your Retiree GTLI continuation options as well as information on your Retiree ID
 - c. If you choose not to elect Retiree GTLI you are eligible for the Post Retirement Life Insurance benefit
 - 1) Based on years of service your beneficiary would receive a lump sum payment in the event of your death

³**457 plans require the election form to be completed the month prior to the final payout.**

Where Can I Obtain Additional Information?

Your questions can be answered by:

- Reviewing information about each retirement option listed in the Retirement Handbook – Pre-Retirement Information and Resources for Ohio State Retirees online at hr.osu.edu/hrpubs/ben/retirementhandbook-web.pdf.