



## WOU Retirement Planning Checklist for PERS Retirees

<p>Review Retirement Eligibility Requirements and <a href="#">PERS Near-Retirement Checklist</a>          Pre-retirement Guides: <a href="#">Tier 1 &amp; Tier 2</a>   <a href="#">ORSRP</a></p>	
<p>6 months to 1 year before</p>	<ul style="list-style-type: none"> <li>• Complete an Online Benefits Estimate on <a href="#">PERS Website</a></li> <li>• Attend PERS Retirement Workshops: <a href="#">Tier 1 &amp; Tier 2</a>   <a href="#">ORSRP</a></li> <li>• Request a Written Benefits Estimate: <a href="#">Tier 1 &amp; Tier 2</a>   <a href="#">ORSRP</a> (PERS processes written benefit estimate requests based on estimated retirement date)</li> <li>• Visit PERS "I Want to Retire" Website: <a href="#">Tier 1 &amp; Tier 2</a>   <a href="#">ORSRP</a> (Read PERS Pre-Retirement Guide to better understand estimate and application)</li> <li>• <a href="#">Working after Retirement</a>, WOU and PERS work after retirement limitations</li> <li>• <b>Tenure ONLY: Tenure Relinquishment:</b> If interested in returning to a post-retirement position, begin discussions with your dean.</li> </ul>
<p>4 to 6 months before</p>	<ul style="list-style-type: none"> <li>• Request Retirement Packet from PERS Call 888-320-7377 or 503-598-7377 Download from PERS website: <a href="#">Tier 1 &amp; Tier 2</a>   <a href="#">ORSRP</a></li> </ul>
<p>Within 90-day window of your retirement date</p>	<p><b>Attend a PERS Retirement Application Assistane Session (RAAS):</b> <a href="#">Register</a> This is not required, however will help with completing the retirement applciation.</p>
	<p><b>Determine if it is Beneficial to Purchase your 6-month "Wait Time" or "Other" purchase (e.g., forfeited time) – Tier 1 &amp; Tier 2 ONLY</b></p> <ul style="list-style-type: none"> <li>• The Written Benefits Estimate will include information on purchases.</li> <li>• You may purchase your "Waiting" or "Other" time OR both..</li> <li>• If purchasing time, sign and return the letter included in the Written Benefits Estimate along with funds to PERS (send at approximately the same time as Retirement Application).</li> </ul>
	<p><b>Complete &amp; Submit Retirement Application</b></p> <ul style="list-style-type: none"> <li>• PERS retirement date will always be the <b>1<sup>st</sup> of the month.</b></li> <li>• PERS will accept Retirement Application up to 90-days before your retirement date.</li> <li>• <b>Must be received by the last working day of the month before your retirement date. Postmarks are not accepted.</b></li> </ul>
<p>2 Months before (Tenure ONLY)</p>	<p>Request Emeritus Status, working with your department/dean.</p>



At least 30-days to 2 weeks prior to your retirement date	Submit Letter of Resignation/Retirement to your Supervisor and cc: <a href="mailto:hr@wou.edu">hr@wou.edu</a> on the email. <ul style="list-style-type: none"><li>• <a href="#">Departure Checklist</a></li><li>• <a href="#">Departure Form</a></li><li>• Schedule Exit Interview with Chief Human Resources Officer</li><li>• <a href="#">Faculty Sick Leave Donation Form</a></li></ul>
Final Paycheck	Vacation and Comp Time Paid Out, if applicable <ul style="list-style-type: none"><li>• <b>Unclassified Vacation:</b> 180 hrs max</li><li>• <b>Classified Vacation:</b> 250 hrs max</li></ul> Final Check Form <ul style="list-style-type: none"><li>• <a href="#">Unclassified</a></li><li>• <a href="#">Classified</a></li><li>• <a href="#">Faculty</a></li><li>• <a href="#">Hourly</a></li></ul>
Up to 92 days after you retire	PERS Pension Payments – First Pension Check: Tier 1, Tier 2 & OPSRP
Up to 120 days after you retire	First Distribution from your IAP Account
Voluntary Retirement Savings Distribution: Work directly with your plan sponsor: Fidelity, TIAA and or Oregon Savings and Growth Plan	