



WOU Retirement Planning Checklist for PERS Retirees

Review Retirement Eligibility Requirements and PERS Near-Retirement Checklist		
6 months to 1 year before	Tenure Only	Complete an Online Benefits Estimate on PERS Website
		Attend PERS Retirement Workshops: Tier 1 & Tier 2 OPSRP
		Request a Written Benefits Estimate: Tier 1 & Tier 2 OPSRP PERS processes written benefits estimate requests based on estimated retirement date.
		Visit PERS “I Want to Retire” Website: Tier 1 & Tier 2 OPSRP • Read PERS Pre-Retirement Guide to better understand estimate and application.
		Working After Retirement , OSU and PERS work after retirement limitations
		Tenure Relinquishment: If interested in returning to a post-retirement position, begin discussions with your unit/college.
4 to 6 months before	Optional	Request Retirement Packet from PERS • Call 888-320-7377 or 503-598-7377 OR Download from PERS website
Within 90-day window of your retirement date		Attend a PERS Retirement Application Assistance Session (RAAS): Register Not required. Assistance with completing the Retirement Application.
		Determine if it is Beneficial to Purchase Your 6-month “Wait Time” or “Other” Purchase (e.g., Forfeited Time) – Tier 1 & 2 Only • The Written Benefits Estimate will include information on purchases. • You may purchase your “Waiting” OR “Other” time OR both. • 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).
		Complete & Submit PERS Retirement Application • PERS retirement date will always be the 1st of the month. • PERS will accept Retirement Application up to 90-days before your retirement date. • Must be received by the last working day of the month before your retirement date. Postmarks are not accepted.
2 months before (at least)	Tenure Only	Request Emeritus Status , working with your unit/college
At least 30-days to 2 weeks prior to your retirement date		Submit Letter of Resignation/Retirement to Your Unit/Supervisor/Manager cc: hr@wou.edu on the email
Final Paycheck		Vacation & Comp Time Paid Out, if applicable 12-mo Faculty (Unclassified) Vacation: 180 hrs max - Staff (Classified) Vacation: 250 hrs max
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, &/or Oregon Savings and Growth Plan		