

Service retirement

1 Employer to-dos: insurance benefits

Please note, not all checklist items apply to all employers.

- Advise employee only PEBA can determine retiree insurance eligibility. Retirement eligibility does not guarantee eligibility for retiree health insurance.
 - Encourage employee to complete and submit to PEBA an *Employment Verification Record* as soon as possible (up to six months in advance).
- Terminate employee's coverage in EBS.
 - The effective date is the first of the month after retirement eligibility has been established.
- Provide a copy of the 18-month COBRA notice for the employee and each dependent, if needed.
 - Put a copy of the notice in the employee's file.
- Advise employee of options to continue or convert life insurance and to convert Supplemental Long Term Disability coverage, if applicable.

2 Employer to-dos: retirement benefits

Employees may submit a retirement application as early as six months before their desired retirement date, but no later than 90 days after.

- Advise employee not to terminate employment until PEBA has audited his service credit and he receives official notice of retirement eligibility.
- Complete the *Retirement Date Certification* and *Final Payroll Certification* in EES. You'll need to provide:
 - Earnings, contributions, months paid, and contract length for the final two quarterly reports;
 - Payment for unused annual leave (and the number of days) and number of unused sick leave days (Class Two only);
 - Last day member earned compensation, date of termination and date of final paycheck;
 - Current annual rate of pay and the number of normal paychecks per year;
 - Contract details; and
 - Earnings in addition to base salary for the last four years of employment (last five years of employment for school districts), including the reason for the additional payment(s).

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Employer to-dos: retirement benefits

- You'll be notified via email when a new Final Payroll Certification needs to be completed.
 - This task must be completed within 45 days.
 - View the Final Payroll Certification training video in EES for further assistance.
- Use the Retirement Estimate Access Direct from the Internet (READI) tool in EES to provide the employee with a benefit estimate, if needed.

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Retiring employee to-dos

- Attend a Get Set for Retirement - pre-retirement seminar.
- Up to six months before your retirement date, complete and submit to PEBA an Employment Verification Record to determine retiree insurance eligibility.
- If eligible for retiree insurance:
 - Review Insurance Benefits Guide and Insurance Coverage for the Medicare-eligible Member handbook, if applicable.
 - Make coverage elections by completing *Retiree Notice of Election and Certification Regarding Tobacco Use*.
 - Be sure to include any needed documentation. Submit forms to PEBA within 31 days of retirement date.
- Contact MetLife to continue or convert life insurance, if applicable.
- Contact The Standard to convert Supplemental Long Term Disability coverage, if applicable.
- Using Member Access, submit a retirement application as early as six months before, but no later than 90 days after, your desired retirement date.
 - Submit all supporting documentation.
 - Select a payment option.