

## OSU Retirement Planning Checklist for PERS Retirees - *Tenure*

Retiring from OSU Website: <http://hr.oregonstate.edu/benefits/retiring-osu>

✓	DATE	TIME FRAME	ACTION
			Review <a href="#">Retirement Eligibility</a> and <a href="#">PERS Near-Retirement Checklist</a>
		6 months to 1 year before	Complete an Online Benefits Estimate on <a href="#">PERS Website</a>
		6 months to 1 year before	Attend PERS Retirement Workshops: <a href="#">Tier 1 &amp; Tier 2</a> <a href="#">OPSRP</a>
		6 months to 1 year before	Request a Written Benefits Estimate: <a href="#">Tier 1 &amp; Tier 2</a> <a href="#">OPSRP</a> PERS processes written benefits estimate requests based on estimated retirement date.
		6 months to 1 year before	Visit PERS “I Want to Retire” Website: <a href="#">Tier 1 &amp; Tier 2</a> <a href="#">OPSRP</a> <ul style="list-style-type: none"> <li>• Read PERS Pre-Retirement Guide to better understand estimate and application.</li> </ul>
		6 months to 1 year before	<a href="#">Working After Retirement</a> , OSU and PERS work after retirement limitations
		6 months to 1 year before	<a href="#">Tenure Relinquishment Agreement (TRA)</a> If interested in returning to a post-retirement position, begin discussions with your unit/college.
		4 to 6 months before	Request Retirement Packet from PERS <ul style="list-style-type: none"> <li>• Call 888-320-7377 or 503-598-7377 <a href="#">OR</a> Download from PERS website</li> <li>• Tier 1 &amp; Tier 2: <a href="#">Watch video</a> on how to complete the Retirement Application</li> </ul>
		Within 90-day window of your retirement date	Attend a PERS Retirement Application Assistance Session (RAAS): <a href="#">Register</a> Not required. Assistance with completing the Retirement Application.
		Within the 90-day window of your retirement date	Determine if it is Beneficial to Purchase Your 6-month “Wait Time” or “Other” Purchase (e.g., Forfeited Time) – Tier 1 & 2 Only <ul style="list-style-type: none"> <li>• The Written Benefits Estimate will include information on purchases.</li> <li>• You may purchase your “Waiting” <a href="#">OR</a> “Other” time <a href="#">OR</a> 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>
		Within 90-day Window of your retirement date	Complete & Submit <a href="#">PERS Retirement Application</a> <ul style="list-style-type: none"> <li>• PERS retirement date will always be the 1st of the month.</li> <li>• PERS will accept Retirement Application up to 90-days before your retirement date.</li> <li>• Must be received by the last working day of the month before your retirement date. Postmarks <u>are not</u> accepted.</li> </ul>
		2 months before (at least)	Request <a href="#">Emeritus Status</a> , 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 Complete the offboarding request through the Employee Service Portal
		30-days prior to your retirement date	Complete & Submit <a href="#">Tenure Relinquishment Agreement (TRA)</a> Work with your unit/college to complete and submit TRA and paperwork.
		Final Paycheck	Vacation & Comp Time Paid Out, if applicable 12-mo Faculty (Unclassified) Vacation: 180 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
			<a href="#">Voluntary Retirement Savings</a> Distribution Work directly with your plan sponsor: Fidelity, TIAA, &/or Oregon Savings and Growth Plan
			<a href="#">Stay Connected to OSU</a>

## LINKS FOR DOCUMENTS REFERENCES ON CHECKLIST

- **Retiring from OSU**  
<http://hr.oregonstate.edu/benefits/current-employees/retiring-osu>
- **PERS Retirement Workshops** offered throughout Oregon (select “Education Sessions”)  
<https://www.oregon.gov/pers/mem/Pages/Education-Sessions.aspx>
- **PERS Request Written Benefit Estimate** (select “Benefit Estimates”)  
<https://www.oregon.gov/pers/mem/Pages/Benefit-Estimates.aspx>
  - **Estimate Form for Tier 1 or Tier 2 Members with Divorce-Related Account**  
<https://www.oregon.gov/PERS/Documents/Form/599-Estimate-Request-for-Member-With-a-Divorce-Related-Account.pdf>
- **OSU Workshops & Events**  
<https://hr.oregonstate.edu/benefits/current-employees/workshops-and-events>
- **PERS Tier 1 & Tier 2 “I Want to Retire” Website**  
<http://www.oregon.gov/pers/MEM/Pages/TierOne-TierTwo-Steps-to-Retire.aspx>
- **PERS OPSRP “I Want to Retire” Website**  
<http://www.oregon.gov/pers/MEM/Pages/OPSRP-and-IAP-Steps-to-Retire.aspx>
- **OSU Working After Retirement (links to PERS information)**  
<http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/working-after-retirement>
- **OSU Tenure Relinquishment Agreement (TRA)**  
<https://hr.oregonstate.edu/manual/tenure-relinquishment>
- **PERS Tier 1 & Tier 2 Video on How to Complete Retirement Application**  
<https://vimeo.com/284005329>
- **PERS Retirement Application Assistance Session (RAAS)**  
<https://www.oregon.gov/pers/mem/Pages/Retirement-Application-Assistance-Sessions.aspx>
- **PERS Retirement Application, OSU Website**  
<https://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#pers>
- **OSU Emeritus Status**  
<https://hr.oregonstate.edu/manual/emeritus-appointments>
- **Voluntary Retirement Savings Contacts/Distribution – TDI (403b) & Oregon Savings Growth Plan (457b)**  
<https://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#tdi>
- **Staying Connected to OSU**  
<https://hr.oregonstate.edu/benefits/leaving-osu-service/retirement-resources/staying-connected-osu>

### CONTACT PERS

Phone: 888-320-7377 TTY: 503-603-7766 Fax: 503-598-0561  
Email: <https://www.oregon.gov/pers/Pages/Submit-a-Question.aspx>  
Website: <http://www.oregon.gov/pers>

*PERS Retirement Planning Checklist - Tenure.doc updated February 2026*