# OSU Retirement Planning Check List for PERS Retirees

Retiring from OSU ([http://hr.oregonstate.edu/benefits/retiring-osu](http://hr.oregonstate.edu/benefits/retiring-osu))

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<td>Review Retirement Eligibility Requirements</td>
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| | | 6 months to 1 year before | Complete an Online Pension Estimate  
• At PERS website [http://www.oregon.gov/pers](http://www.oregon.gov/pers) |
| | | 6 months to 1 year before | Attend PERS Retirement Workshops  
• Retirement Readiness for Tier 1 or 2 members  
• All About OPSRP Workshop for OPSRP members |
| | | 6 months to 1 year before | Request a Written Benefit Estimate  
• PERS processes based on estimated retirement date  
• Additional Information: Tier 1, Tier 2, OPSRP |
| | 6 months to 1 year before | | Visit the PERS “I Want to Retire” website  
• PERS website [http://www.oregon.gov/pers](http://www.oregon.gov/pers) |
| | 6 months to 1 year before | | Read the PERS Pre-Retirement Guide  
Will assist you in understanding the estimate and completing the retirement application. (found in the “I Want to Retire” section) |
| | 6 months to 1 year before | | Working After Retirement  
Read the PERS work after retirement limitations |
| | 4-6 months before | | Request Retirement Packet from PERS  
at 888.320.7377 or 503.598.7377; or download from PERS website.  
Tier 1 & 2: Watch video on how to complete ([https://vimeo.com/284005329](https://vimeo.com/284005329)). |
| | Within 90-day window of your retirement date | | Attend a PERS Retirement Application Assistance Session  
Not required. If you would like assistance completing the application.  
Register on PERS website ([http://www.oregon.gov/pers](http://www.oregon.gov/pers)). |
| | Within the 90-day window of your retirement date | | Tier 1 & Tier 2 members – Determine if it is beneficial to purchase your 6-month “Wait Time” or “Other” purchases (e.g., Forfeited Time).  
• The Written Estimates 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 estimate along with funds to PERS (send at approximately the same time as your application) |
| | Within 90-day window of your retirement date | | Complete & Submit PERS retirement application  
• PERS retirement date will always be the 1st of the month.  
• PERS will accept 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. |
| | At least 30-days to 2 weeks prior to your retirement date | | Submit letter of Resignation/Retirement to your Unit/Supervisor/Manager. |
| | Final Paycheck | | Vacation and Comp Time will be paid out, if applicable.  
(12-mth Faculty Vacation = 180 hrs max; Staff = 250 hours max) |
| | Up to 92 days after you retire | | PERS Pension Payments  
First pension check – Tier 1, Tier 2, and OPSRP |
| | Up to 120 days after you retire | | First Distribution from your IAP account  
Voluntary Retirement Savings Distributions  
Work directly with your provider – Fidelity, TIAA, Oregon Savings Growth |
| | | | Stay Connected to OSU |
URLS for Referenced Documents

PERS website:  http://www.oregon.gov/pers

Retiring from OSU Website:  http://hr.oregonstate.edu/benefits/current-employees/retiring-osu

OSU Workshops & Events:  http://hr.oregonstate.edu/benefits/current-employees/workshops-and-events

Retirement Eligibility (PERS, ORP, Disability), OSU website:  
http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#eligibility

PERS Workshops  offered throughout the State (Select “Education Sessions”):  
http://www.oregon.gov/pers

PERS Request Written Benefit Estimate  (Select “Benefit Estimates”):  
http://www.oregon.gov/pers
  •  Estimate form for Tier 1 or Tier 2 member with Divorce-Related Account  

PERS Video on completing Tier 1/Tier 2 Application:  https://vimeo.com/284005329

“I Want to Retire” for PERS Tier 1/Tier 2 members, includes links to forms and information:  
http://www.oregon.gov/pers/MEM/Pages/TierOne-TierTwo-Steps-to-Retire.aspx

“I Want to Retire” for PERS OPSRP members, includes links to forms and information:  

Working After Retirement PERS & ORP (OSU Website) – links to PERS information:  
http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/working-after-retirement

TDI (403b) & Oregon Savings Growth Plan (457b) contacts/distributions:  
http://hr.oregonstate.edu/benefits/current-employees/retiring-osu/retirement-process#tdi

Staying Connected to OSU:  
http://hr.oregonstate.edu/benefits/leaving-osu-service/retirement-resources/staying-connected-osu