## OSU Retirement Planning Check List for PERS Retirees - Tenure

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Frame</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Review Retirement Eligibility Requirements
- Complete an Online Pension Estimate
  - At PERS website [http://www.oregon.gov/pers](http://www.oregon.gov/pers)
- Attend PERS Retirement Workshops
  - [Retirement Readiness for Tier 1 or 2 members](http://www.oregon.gov/pers)
  - [All About OPSRP Workshop for OPSRP members](http://www.oregon.gov/pers)
- Request a Written Benefit Estimate
  - PERS processes based on estimated retirement date
  - Additional Information: Tier 1, Tier 2, OPSRP
- Visit the PERS “I Want to Retire” website
  - PERS website [http://www.oregon.gov/pers](http://www.oregon.gov/pers)
  - READ the PERS Pre-Retirement Guide to assist in understanding the estimate and retirement application

### Working After Retirement
- Read the PERS work after retirement limitations

### Tenure Relinquishment Agreement
- Tenured Faculty interested in returning in a post-retirement position should begin discussions with their unit/college.
- 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)).
- 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).
- 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 (the same time as your application)
- Complete & Submit PERS retirement application
  - Tier 1 & Tier 2 members: PERS retirement date will always be the 1st of the month.
  - Tier 2: 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.
- Emeritus Status
  - Work with your Unit/College on the request for Emeritus Status.
- Submit letter of Resignation/Retirement to your Unit/Supervisor/Manager.
- Tenure Relinquishment Agreement
  - Work with your department to complete agreement and paperwork.
- Vacation and Comp Time will be paid out, if applicable.
  - (12-mth Faculty Vacation = 180hrs max; Staff = 250 hours max)
- PERS Pension Payments
  - First pension check – Tier 1, Tier 2, and OPSRP
- 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:  
http://www.oregon.gov/pers (Select “Education Sessions”)

PERS Request Written Benefit Estimate:  
http://www.oregon.gov/pers (Select “Benefit Estimates”)

- 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

Emeritus Appointments:  http://hr.oregonstate.edu/manual/emeritus-appointments

Tenure Relinquishment Agreement:  http://hr.oregonstate.edu/manual/tenure-relinquishment

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