Process Flow of Deferred Retirement

Thinking about retiring? →
Before intended retirement date attend retirement orientation. →
Inform Supervisor in writing of retirement →
Complete required paperwork turn in to Benefits →
Contact Department Payroll to determine PTO accrual payout

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DROP Payments begin after 90 days after termination (if applicable) ←
Final Pay received within 30 days ←
Pension Payroll changes your status from active ←
Pension estimate and retirement sent to Pension ←
Contact ViaBenefits to opt into insurance plan

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Enjoy your retirement