

Retirement Calendar For Employees with CSRS/FERS Retirement

The following is a suggested time line only. Individual circumstances may dictate that a different schedule be followed.

One Year Prior to Retirement:

- Make an appointment with Extension Operations staff to discuss amount of CSRS/FERS retirement annuity, Federal Employees Health Benefit, Federal Employees Group Life Insurance and Thrift Savings Plan.

Six Months Prior to Retirement:

- Establish a retirement date
CSRS employees generally retire on the 30th, 31st, 1st, 2nd, or 3rd of the month while FERS employees generally retire on the last day of the month.
- Contact Social Security (if applicable) to determine benefits eligibility.
- Review current vacation leave balance to determine if excess leave needs to be used prior to scheduled retirement date. Include any vacation leave earned up to retirement date.
- Contact the Extension Operations Office to discuss vacation and sick leave payouts upon retirement.
- Contact your tax consultant about the implication of payouts for vacation and sick leave on your tax status. This could alter your retirement date.

Two to Four Months Prior to Retirement:

- Submit a retirement notification to your department/area office. Send a copy to the Extension Operations Office.
- Make appointment with Extension Operations staff to sign all federal retirement papers.

Three to Six Weeks Prior to Retirement:

- Meet with Extension Operations staff to sign paperwork regarding CSRS/FERS retirement annuity, Federal Employees Health Benefit and Federal Employees Group Life Insurance. Employees with Thrift Savings Plan will be given information regarding the withdrawal of their TSP account. The retiree's spouse should attend this meeting. For a single retiree, another family member is encouraged to attend.

Ten to Twelve Days Prior to Retirement:

- Complete department/area/district/county office requirements (i.e., keys, equipment, etc.).
- Have an employee ID Card overprinted with retiree status at the K-State ID Center in the Union.
- Contact Parking Services about obtaining a new retiree parking permit.
- Review the Information Technology Services website about retaining access to IT resources: <http://www.k-state.edu/its/leaving/>
- Contact Recreational Services for information regarding use of facility.

Day of Retirement:

- Clean out desk, office space, etc.
- ENJOY!!

Adapted from K-State Human Capital Services