Cal Poly's Retirement Process

☐ **Immediately** create a login account on the "*My CalPERS*" website. View service credit balance and health plan info, get estimates for retirement, etc. https://my.calpers.ca.gov

☐ Obtain an estimate of your retirement benefits on-line via MyCalPERS at https://my.calpers.ca.gov or complete a Retirement Allowance Estimate Request

☐ **April 1 deadline for FERPS**
FERP enrollees: Apply to the FERP program by submitting *Form 154* to Academic Personnel by April 1 preceding the academic year you will FERP. The form is available online at http://www.academic-personnel.calpoly.edu.

☐ **4-6 Months prior to Retirement –**
Review retirement information found in: A Guide to Completing Your CalPERS Service Retirement Election Application and Planning your Service Retirement or you may request publications from Human Resources.

This is also a great time to start the transfer of ownership of email messages, campus records, and other documents to the department as required. The data disposition guidelines may be helpful to ensure proper transfer and disposition of university records in your possession. http://security.calpoly.edu/content/practices/data-disposition-guidelines

☐ **3-4 Months prior to Retirement** *(PERS will only accept applications 120 days prior to retirement)*
Schedule a meeting with a CalPERS representative. You may schedule an appointment by going to CalPERS at https://www.calpers.ca.gov/page/contact. They will provide the following.
- Assist you with any questions you may have about the retirement application;
- Review your retirement application to ensure it is completed accurately;
- Submit your application to CalPERS, if not applying on-line.

☐ **120 Days Prior to Retirement**
CalPERS will only accept applications 120 days prior to retirement. Whether you apply on-line or choose a paper application it should be submitted to CalPERS within this timeframe. If you wait to submit your application this may delay your first pension check.

August 11, 2020

☐ **Service Credit Purchase**

Obtain a cost estimate from PERS to purchase any service credit you may be eligible for and begin the purchase process. See CalPERS Pub 12, A Guide to Your CalPERS Service Credit Purchase Options .

☐ **Married?**

If married, a copy of the marriage certificate or certification of domestic partnership will be required by CalPERS

☐ **Emeritus**

Retired faculty and staff are eligible for emeritus status if they have completed ten full years, or more, of meritorious service.   Academic Personnel and Human Resources initiate the processes respectively. However, if you are a Lecturer, and you believe you qualify you must notify Academic Personnel of your desire to be considered for Emeritus status.

☐ **If age 62 or older**

Research your options regarding Social Security payments.   Contact Social Security with any questions. Their website is a wealth of information.   www.ssa.gov
Local office: 3240 Higuera Street, SLO. 855-207-4865

☐ **If you or a spouse/domestic partner is age 65 or older when retired**

Begin enrollment process to Medicare, Parts A and B with Social Security. Generally, the effective date should be the month following your retirement.   (Your CalPERS health plan will move to the Supplemental position behind Medicare once you notify CalPERS of your enrollment to Medicare.) You may contact the Health Insurance Counseling and Advocacy Program (HICAP) at 805-928-5663. Ask to speak with Scott or Buff and they will return your call. They are volunteers and are a great resource with helping you with Medicare enrollment.

☐ **On or near your last day of work**

Complete the Separation Checklist (Form 300). This form verifies that all keys have been returned, all fines paid, etc. The form is required by Payroll in order to complete your final pay processing. The form is available online, or from Human Resources or Payroll Services.

August 11, 2020