

If you are thinking about retiring soon, there are some things you should know.

Contact your Retirement System to schedule a consultation to assist with and answer your retirement questions.

State Teachers Retirement System (STRS) 1-888-227-7877  
275 E. Broad Street  
Columbus, OH 43215-4090

School Employees Retirement System (SERS) 1-866-280-7377  
300 East Broad Street Suite 100  
Columbus, OH 43215-3746

Ohio Public Employees Retirement System (OPERS) 1-800-222-7377  
277 East Town Street  
Columbus, OH 43215-4642

If you have chosen to participate in an Alternate Retirement Plan you must contact the representative of the company you have selected to make arrangements concerning your retirement funds.

Prior to your last day worked, you will need to meet with a representative of The University of Akron office of Benefits Administration for approximately one half hour. During this meeting discussions will focus on university benefits available to you and your family members as a retiree.

To receive a sick leave payoff for accrued and unused sick leave at retirement, employees who are eligible in accordance with rule 3359-26-05 E (1a) and (1b) must provide proof of retirement from their retirement system or Alternate Retirement Plan vendor. For example, evidence of application for retirement benefits effective the first day of the month following the employees' last date of work. Sick leave benefits will not be paid until acceptable documentation has been received by the Office of Benefits Administration.

## The following are some frequently asked questions:

<b>How far in advance should I begin my retirement process?</b>	It is recommended you begin your application process three months in advance of your planned retirement date. A retirement application must be obtained from your retirement system. You may make this request by phone or mail.
<b>Is it better to retire at the beginning or end of the month?</b>	If you work one day in the month you will lose that month's pension check so the first day of the month is generally better.
<b>How soon should I notify my department or supervisor of my intent to retire?</b>	The best time would be as soon as you have made your decision to retire and can provide an exact date to the department
<b>When will I receive my first pension check after my retirement date?</b>	Since retirement systems can vary you should check directly with the appropriate system or Alternative Retirement Plan vendor on this question
<b>What university retiree benefits are available to me?</b>	Currently, University retirees receive a variety of benefits, including for example, parking permit, continued use of their University identification card, remission of fees, and life insurance. A detailed discussion of retiree benefits provided by the University will take place during your meeting with Benefits Administration personnel.
<b>What is a Clearance Form?</b>	Upon exiting from the university all full-time employees are required to complete a Clearance Form. Completion of this form authorizes Payroll to issue the final compensation check for the employee. The form can be found on the Human Resources website under Human Resources Information Services.