



# Ready For Retirement Checklist



- ✓ Submit a signed letter of resignation stating your intent to retire at the end of the 2023-24 school year to Nancy Jirik/Human Resources **NO LATER** than 5:00 pm, Thursday February 1, 2024. Scan and attach to [njirikec@olatheschools.org](mailto:njirikec@olatheschools.org) or send via inter-school mail to Nancy Jirik at the Education Center/HR. **No need to do both. Be certain of your decision to retire because once your letter is received, there is no rescinding your retirement decision.** If you miss the February 1, 2024, notification deadline you miss out on your participation in VERP (Certified Voluntary Early Retirement Plan) or VRP (Classified Early Retirement Plan) **NO EXCEPTIONS!**
- ✓ Learn about and decide which KPERS retirement option works best for your situation, maximum benefit, joint survivor, or life certain option.
- ✓ **Gather documentation** birth certificate and proof of name change, ex: driver's license for yourself and joint survivor, if applicable.
- ✓ Complete the KPERS retirement application. You may complete the application on-line @ [www.kpers.org](http://www.kpers.org) or by hand. **Be certain your application is clear and legible.** KPERS applications are due no later than April 26, 2024, regardless of your retirement date. **Please have your KPERS Application filled out prior to your conference.**
- ✓ After your retirement letter is processed, you will receive a detailed email about next steps in the retirement process. You will receive instructions about how to schedule an "in-person" retirement conference at a convenient date and time. During the retirement conference your KPERS application will be reviewed, signatures notarized, and you will receive your applicable district retirement benefit information. **Please have your KPERS Application filled out prior to your conference.**
- ✓ **IMPORTANT MESSAGE FROM TECHNOLOGY:** Staff leaving the district **MUST** make an appointment to return mobile devices to the Technology Support Center. Contact the Help Desk at 913-780-8058.

## What Happens Next?

- ❖ Reply to the Retirement Conference email to schedule your final review with Nancy Jirik.
- ❖ Watch for an email from Nancy Jirik when KPERS has all documentation required or needs additional information to move your application forward. **Please make this a high priority response when additional information is needed.**
- ❖ Certified benefits end on July 31<sup>st</sup> no matter what retirement date is selected. This includes building administrators. District Administrators end June 30<sup>th</sup>.
- ❖ Classified benefits end based on your retirement date and/or payroll spread date range. For example: You are paid on the spread, September 15<sup>th</sup> through August 31<sup>st</sup>, your benefits would end August 31<sup>st</sup>. Your final paycheck would be processed no later than one pay period after your retirement date and include all wages owed with applicable payroll deductions applied.
- ❖ Upon eligibility, TIAA Investments (VERP/VRP) will send you information via US.Mail and WEX the HRA vendor will send you information via personal email.
- ❖ Your KPERS benefit will be deposited into your bank account on the last business day of your retirement month. **Remember your retirement date is always the first of the month, not the last day you worked.**

## Volunteer Opportunities at Olathe USD 233-Make a Difference! Continue to Support Olathe Schools.

- ❖ Join the Olathe Public Schools Retired Employees Association-enjoy retirement, stay connected and have FUN! Contact the Community Development Office for more information at 913-780-8182.
- ❖ Join Volunteers Serving Schools Program-Mentor, Assist, Support. Contact the Volunteers Serving Schools office for more information at 913-780-8237.
- ❖ **The KPERS mandated waiting period to return to work after retirement applies to all volunteer work at a KPERS affiliated employer. Remember age 62 at retirement, 60 day waiting period and under age 62, 6 months waiting period.**