

Steps to take for retirement

1. Contact TRS/KPPA to speak with a retirement counselor.
2. Contact TRS/KPPA to speak with a health insurance counselor.
3. Once you have decided on a retirement date, please notify your principal and human resources.
4. Submit your retirement letter to principal and human resources. (Letter should include retirement date and your planned last workday). For example, my retirement date will be July 1, 2023 and my last day worked will be June 30, 2023. Date and sign the letter.
5. Complete your TRS/KPPA application. (Online or paper)
6. Decide what you will do with any remaining sick days and notify human resources. (See Sick PayOut Options Document)

FOR CERTIFIED EMPLOYEES:

TRS Website: <https://trs.ky.gov/>

Member Self Service: <https://mss.trs.ky.gov/PathwayMSS/wfmLoginE.aspx>

Toll Free: 1-800-618-1687

Local: 502-848-8500

Fax: 502-848-8599

FOR CLASSIFIED EMPLOYEES:

KPPA Website: <https://kyret.ky.gov/>

Member Self Service: <https://myretirement.ky.gov/>

Toll Free: 1-800-928-4646

Local: 502-696-8800 (Main Office)

Fax: 502-696-8822

Please note: If you have worked as a certified and classified employee-you need to retire from both agencies.