

CalSTRS & CalPERS RETIREMENT PROCESS CHECKLIST

- Visit the CalSTRS or CalPERS Website and activate your *myCalSTRS* or *my|CalPERS* account.
 - *myCalSTRS* - <https://my.calstrs.com/MyCalSTRSWebUI/Root/Pages/Login.aspx>
 - *my|CalPERS* - <https://my.calpers.ca.gov/web/ept/public/systemaccess/selectLoginType.html>

- Contact CalSTRS or CalPERS and schedule an appointment if you need more information or assistance with your retirement paperwork. Appointments can also be scheduled online via *myCalSTRS* or *my|CalPERS*.
 - CalSTRS 1-800-228-5453
 - CalPERS 1-888-225-7377

- Visit the CalSTRS or CalPERS Website and submit your Service Retirement Application
 - CalSTRS - <http://www.calstrs.com/general-information/service-retirement-application-process>
 - CalPERS <https://www.calpers.ca.gov/page/life-events/retirement>

- Submit a Separation Form and submit to the Human Resources Department.

- Submit Express Benefit Report to Payroll (STRS Members Only).

- Contact the HUSD Benefits Department and schedule a retirement meeting for Health Benefits and COBRA.

Lisa-Marie Cuspard
Employee Benefits Specialist (A-K)
lcuspard@husd.us
510-784-2600, ext 72567

Leticia Pinocci
Employee Benefits Specialist (L-Z)
lp431@husd.us
510-784-2600, ext 72726