



CLASSIFIED RETIREMENT CHECK LIST

It is extremely important to know that this list is for informational purposes only and is simply to help you through the retirement process. Ultimately it is YOUR responsibility to work with Kentucky Public Pensions Authority and make sure that everything is completed in accordance with their policies and procedures.

Done?	
<input type="checkbox"/>	Speak with KPPA to determine the best retirement date for you. Your first day of retirement makes a difference in pay.
<input type="checkbox"/>	Communicate your retirement date with your supervisor/principal.
<input type="checkbox"/>	Submit your written resignation/retirement form to Human Resources. This letter must include your hand-written signature.
<input type="checkbox"/>	Complete and submit the Form 6000, Notification of Retirement, to the Kentucky Public Pensions Authority. The Form 6000 can be downloaded and printed from KPPA's website, https://kyret.ky.gov OR can be completed online. You can contact KPPA at 800-928-4646 and request the form be mailed to you. The form has sections that need to be completed by you and our Payroll Department. Please allow up to 2 weeks for Payroll to complete the employer portion. Approximately 10 days after KPPA receives your properly completed Form 6000, KPPA will mail you an additional packet that you will need to complete and return to them before your retirement is finalized. READ all instructions carefully and contact KPPA at 800-928-4646 if you have questions or visit their website at https://kyret.ky.gov and view Frequently Asked Questions. If you haven't already, you can register for self-service at https://MyRetirement.ky.gov , click on "Need to Register".
<input type="checkbox"/>	Your benefits with Erlanger/Elsmere Schools, including health insurance, will terminate on the last day of the month prior to your retirement date. Your COBRA health insurance enrollment paperwork will be mailed from Health Equity. In addition to the COBRA paperwork from Health Equity, you will receive a letter from HR with detailed instructions on how to continue your optional benefits after retirement (dental, vision, life insurance and Houchens plans).
<input type="checkbox"/>	Retirees who are under 65, eligible for, and elect health insurance through KPPA should check with them to determine the effective date of your coverage. Typically, your health insurance will begin on your retirement date, but you should verify that date to assure you don't have a gap in coverage. Retirees who are 65 and over must enroll with Medicare and KPPA provides a "supplement" to the Medicare coverage and prescription drug coverage. Again, check with KPPA to determine the effective date of your supplemental plan and if you qualify.
<input type="checkbox"/>	Your remaining sick days are paid to you at 30% of your daily rate at the time of retirement.. You may choose to defer all or a portion of your payout to your Erlanger/Elsmere Schools 403b, 457b, or 401k plan. If you choose this option please email jennifer.mahon@erlanger.kyschools.us for assistance. If you do not defer your sick time into an annuity account, you will be subject to 22% federal tax withholding on these funds. When approved, remaining vacation time will also be paid out at retirement.
<input type="checkbox"/>	Retirees that complete their contract will receive all their summer paychecks per the summer paycheck schedule. This does not pertain to 12 month employees.
<input type="checkbox"/>	Disclaimer: This checklist is for informational purposes only and is meant to assist you with preparing to retire from Erlanger/Elsmere Schools; however it is your responsibility to work with KPPA https://kyret.ky.gov to make sure you have completed all the necessary steps in the retirement process.
<input type="checkbox"/>	Contact jennifer.mahon@erlanger.kyschools.us at 727-2009 with any additional questions.