

RETIREMENT PROCESS

STEP 1

Employee contacts Benefits Specialist. Benefits Specialist will complete the "Pre-retirement Questionnaire & schedule an information session with the employee within 120 days from the desired retirement date.

STEP 2

During this session, we talk about the retirement process and options. We will review leave availability, & continued benefits.

STEP 3

If the employee wishes to move forward, the Benefits Specialist & the employee will complete the Form 6 (Claiming Your Monthly Retirement Benefit). The Benefits Specialist will complete the Form 6C (Payout Information using the "Retirement Calculation Spreadsheet" in Google Drive). The Form 6, the Form 6C & copies of IDs for the retiree & their beneficiary will be sent to NC Retirement Systems (NCRS) for processing.

STEP 4

The NCRS will review the information & begin the retirement process. Within a few weeks the employee will start to receive documents (401k & NC 457 if applicable, monthly benefit payment decision, tax deductions, electing beneficiaries & retirement analysis) from NCRS. Once the application is approved, employee will receive information about benefit elections. Employee should let the Benefits Specialist know as information is received so they can assist in a smooth process.

STEP 5

Once your application is approved, you will receive information about auto-enrollment in the State Health Plan, if applicable. You will have 30 days to make changes to your coverage. You will also receive information about supplemental benefits (dental, vision, & other benefits offered through Pierce Insurance Group).

***CONGRATULATIONS! YOU'VE MADE IT.
HAPPY RETIREMENT!***