



SOUTHMORELAND SCHOOL DISTRICT

RETIREMENT READINESS

GUIDELINE TO PREPARE FOR RETIREMENT

1. CONTACT PSERS

- ☐ Go to www.psers.pa.gov.

Click on “Leaving Employment” reference the Exit Interview Tile for information that will assist you in this process.

Click on the “Nearing Retirement” tile. Scroll down to “Additional pre-retirement information is available at:” and click on Countdown to Retirement (Checklist).

- ☐ Within **12 months prior** to your retirement date, call PSERS and request a Retirement Estimate and an Exit Interview to receive your qualified retirement date.
- ☐ Review the [PSERS Foundations for Your Future Presentation](#).
- ☐ Centralwest Regional Office
219 West High Street, Ebensburg, PA 15931
Monday through Friday: 8:30 am – 5:00 pm
814-419-1180 or Toll-free 1-888-773-7748

2. NOTIFY ALL APPROPRIATE DEPARTMENTS

- ☐ Check your Collective Bargaining Unit (CBA) for resignation notification requirements.
- ☐ Letter of Intent, send to the Superintendent and the Human Resources Department at mctavishl@southmoreland.net with an effective date.
- ☐ Health Benefits, call our Benefits Manager, Amy Yezek, at yezeka@southmoreland.net or 724-887-2010, Ext. 7214.
- ☐ Payroll & Retirement process questions, contact Roxanne Hanning, at hanningr@southmoreland.net or 724-887-2010, Ext. 7215.

3. TURN IN ISSUED EQUIPMENT BEFORE YOUR LAST DAY

Complete the following list with Human Resources, HR Specialist, Lorie McTavish at mctavishl@southmoreland.net or 724-887-2005.

- ☐ Return District Equipment (computer, keys, fob, other)
- ☐ Complete Exit Interview
- ☐ Return your Identification Badge

Useful links:

- ☐ [Retiring | Public School Employees' Retirement System | Commonwealth of Pennsylvania](#)
- ☐ [Working After Retirement | Public School Employees' Retirement System | Commonwealth of Pennsylvania](#)