

<input type="checkbox"/>	Determine your retirement date considering the retirement application filing deadline, your service credit, etc. Consult with Teachers' Retirement System using their website https://trs.ky.gov or by phone on 800-618-1687.
<input type="checkbox"/>	Communicate your retirement date to your supervisor/principal.
<input type="checkbox"/>	<p>Log into PATHWAY member self-service portal at Teachers' Retirement System Kentucky, https://trs.ky.gov to complete your Application for Service Retirement (F-23). KCS D Payroll Department is automatically notified when you complete the online application. Payroll Dept. will complete all earning certifications online via the Pathways System. Online filing is the fastest and most efficient method to file the retirement application. TRS requires additional documents to complete the application process, See the directions on the TRS website.</p> <p>You can also request or print an application form from the TRS website. Please follow the steps below if filing a paper application.</p> <ol style="list-style-type: none"> 1. The employee completes all of the application pages with their information and submits to TRS. 2. Please send a copy of the filed application to the KCS D Payroll Dept. 3. Payroll Dept will submit all required financial information to TRS online. No need for KCS D to sign or fill in any part of the paper application. 4. Allow at least 1 week for us to look up the info and submit our part online.
<input type="checkbox"/>	Submit your KCS D Resignation Due to Retirement Notice to KCS D Human Resources via the Google form using this link: Resignation Due to Retirement.
<input type="checkbox"/>	Your benefits with Kenton County 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 WageWorks. You will also receive a letter with detailed information about current optional insurance coverage that you may be able to continue after retirement. (dental, vision, life ins etc.).
<input type="checkbox"/>	Consult with TRS about health insurance plan options, rules and effective dates during retirement. All health insurance plans will be administered through TRS beginning the first day of retirement.
<input type="checkbox"/>	If applicable, remaining sick days are paid to you at 30% of the applicable daily rate at the time of retirement. All payouts will be processed after your retirement date. You may choose to defer all or a portion of your payout to your Kenton County Schools' 403b, 457b, or 401k plan. If you choose this option, a lump sum salary reduction agreement must be completed/amended and submitted to the plan vendor and OMNI (403b Admin) 30 days prior to the payout date. You can obtain this paperwork from your vendor representative. KCS D approved vendors are on the KCS D Finance Dept. webpage.
<input type="checkbox"/>	Retirees who 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 Kenton County Schools. It is your responsibility to work with TRS, https://trs.ky.gov to ensure you have completed all the necessary steps in the retirement process.
<input type="checkbox"/>	Contact Jenny Smith jennifer.smith2@kenton.kyschools.us (859-957-2639) or Erin Harlow Erin.Harlow@kenton.kyschools.us (859-957-2626) with any additional questions.