



Retirement Guide

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Planning Your Retirement: A Quick Guide

Congratulations on your upcoming retirement! Follow these three steps to notify the district and manage your benefits.

1. Notify HR of Your Retirement

All retirement requests must be submitted through **Employee Self Service**.

- **Path:** Log in and select **Forms > Employee Forms > Resignation Form**.
- **Important:** You must select “**Retirement**” as your *Resignation Reason*.
- Need help? [Click here for step-by-step instructions](#)

2. Review Your Eligibility

Retirement rules vary based on your **Bargaining Unit (Union)**. Key factors include your age, years of service, start date, and pension eligibility.

- **Check your contract:** Review your specific [union](#) guidelines.
- **Ask a pro:** Email benefits@spps.org with specific questions about your eligibility.

3. Set Up Your Benefits (Retiree Insurance)

Enrollment and payments are handled through **Benefit Resource (BRI)**. Once you retire, you will receive a welcome letter with a registration code.

How to Enroll & Pay:

- **Online Portal:** Register at benefitresource.com/login using your unique code.
- **Automatic Debit (ACH):** Set up a direct transfer from your bank. Payments are deducted on the **1st of each month**.
- **Manual Payment:** Mail a check or money order (payable to *Benefit Resource*) to:

Benefit Resource

PO Box 3850

Omaha, NE 68103-3850

Note: Checks must be received by the 10th of the month.

Pro-Tips:

- **Benefit Resource Contact:**
Phone: (320) 457-0058
Email: participantservices@benefitresource.com
- **Update your Info:** You are responsible for updating BRI if your credit card expires or your bank account changes.
- **Open Enrollment:** You can change your benefit elections once a year. BRI will mail information directly to you when this period opens.