

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](#).

- ☐ Southwest Regional Office
300 Cedar Ridge Drive, Suite 301, Pittsburgh, PA 15205
Monday through Friday: 8:30 am – 5:00 pm
412-920-2014 or Toll-free 1-888-773-7748

2. NOTIFY SUPERVISOR AND HR DEPARTMENT

- ☐ Check your Collective Bargaining Unit (CBA) for resignation notification requirements.
- ☐ Letter of Intent, send to your Supervisor and the Human Resources Department at nahr@northallegheny.org with an effective date.
- ☐ Health Benefits, call our Benefits Manager, Katie Goehring, at kgoehring@northallegheny.org or 412-369-5546, Ext. 51115.
- ☐ Retirement process questions, contact HR Specialist, Nikki McDonnell, at nmcdonnell@northallegheny.org or 412-369-5563, Ext. 51112.

3. TURN IN ISSUED EQUIPMENT

- ☐ Return District equipment to Technology Services by contacting the Service Desk.
- ☐ Technology Services Desk
Monday through Friday: 6:30 am – 4:00 pm
412-369-5849, Ext 51500
servicedesk@northallegheny.org.
- ☐ Return your Identification Badge to Human Resources Specialist, Amber Besonson, at abesonsen@northallegheny.org or 412-369-5437. Ext 51108.