

STAFF RETIREMENT

CHECKLIST


☐

STEP 1:

Contact Your Retirement System

Approximately one year before your intended retirement date we encourage you to contact your retirement system to determine which options work best for you.

STRS

ARP

OPERS

☐

STEP 2:

Submit Retirement Notification

After you have contacted your retirement system, the next step is to initiate the formal retirement process at Kent State is to send written notification of your intent to retire to the administrator of your academic unit.

☐

STEP 3:

Contact the Benefits Office

Set up an appointment with a Benefits Coordinator by email at benefits@kent.edu or phone at **330-672-3107** to discuss the following:

- KSU health and life insurance coverage dates
- FSA/HSA accounts (closing or transferring funds)
- Life Insurance conversion information
- Medicare Verification of Coverage form (if needed)
- Termination of benefits letter
- Tax sheltering of sick leave and vacation payout (Contact Academic Personnel at 330-672-8702)
- 403(b) or 457(b) contact provider
- Letter for retiree parking pass and Flashcard ID
- Information about Kent State Retiree and Emeritus benefits

☐

STEP 4:

Prepare for Information Technology Changes

Upon retirement from Kent State you will retain your Kent State User ID for FlashLine access. If you hold Alumni or Emeritus affiliation, you are entitled to retain email access. Otherwise, you will no longer have access to your kent.edu email after your last day of work. Should your department need to retain the mail flow for business continuity where email forwarding is requested, you will be issued a new User ID after your last day of work. Please provide your department with a personal email address for your new username to be communicated to you.

- ☐ View the Separating or Retiring Employee Access resource at tinyurl.com/45s93nzz

☐

STEP 5:

Maintain your KSU Connection

As a Kent State Retiree you have many opportunities to stay connected. Make sure you complete the following!

- ☐ **KSU Retiree FLASHcard:** Bring your official written notification of your earned retirement or emeritus status, along with your current FLASHcard to the FLASHcard office (Lower Level Kent Student Center), to get your new Retiree FLASHcard.
- ☐ **KSU Retiree Parking Pass:** Bring your current permit and your retiree FLASHcard to Parking Services to be issued a Retiree permit. When it is time to renew your permit, a letter with instructions for permit renewals will be sent to you. Retiree permit renew-als must be done in person at the Parking Services office.
- ☐ Join **Kent State University Retirees Association (KSURA)**. Members of KSURA will have opportunities to continue their involvement with university colleagues. Learn more and sign up for the KSURA Listserv at www.kent.edu/hr/retired-facultystaff.
- ☐ Visit www.kent.edu/retirementbenefits for additional Retiree and Emeritus Benefits

www.kent.edu/retirement