



Exit Information

Thank you for your service to the Office of Management and Enterprise Services. We wish you success in your future endeavors. Please review the following exit information.

- OMES may send an Exit Survey to your personal email address after your separation of employment. Your participation in this survey is encouraged and appreciated.
- If transferring to another state agency, please notify Payroll.Service@omes.ok.gov immediately regarding any annual leave that you will be transferring to your new agency.
- You will be paid out for the balance of your accumulated annual leave up to maximum allowable limits on the payroll following your final paycheck with earnings.
 - Less than 5 years of service = maximum allowable payout 240 hours
 - 5+ years of service = maximum allowable payout 480 hours
- Your insurance coverage will remain in effect through the last working day of the month in which your employment terminates.
 - Should you wish to continue your insurance coverage at your own cost, COBRA paperwork will be mailed to your personal mailing address. For more information regarding COBRA, please visit <http://ok.gov/sib/>.
 - If you are eligible to vest, you may continue your insurance coverage at your own cost. The application for vested insurance coverage is available at the following link: <https://www.ok.gov/sib/documents/RetireeVestedNon-VestDeferInsApp.pdf>
 - If you would like a copy of your HIPAA Certificate of Group Health Plan Coverage for you or your covered dependents, please contact your Benefits Coordinator.
- Should your employment terminate prior to your longevity date, you will *not* receive a longevity payment.
 - Exception: OPERS retirees receive a pro-rated longevity payment on the payroll following your final paycheck with earnings.
 - If you resign prior to retirement, you are not eligible for pro-rated longevity.
- Please return all property, including ID badge, keys, Blackberry, laptop, business cards, etc., to your supervisor by your final working day.
- If you are a current SoonerSave member, please contact SoonerSave at (800)733-9008 for information regarding your withdrawal options.

OPERS Information

- If you are retiring, you have already completed the necessary OPERS Application for Retirement. Please continue to work with OPERS and EGID to complete any remaining outstanding paperwork.
- If you are *not* transferring to another OPERS-participating agency, you may either:
 - Leave your contributions in the OPERS system **OR** select one of the following options:
 - **Withdrawal**
 - If you withdraw your share of accumulated contributions, you will lose all service credit, including prior service credit, earned up to the date of withdrawal and will no longer be considered an OPERS member. There is a mandatory 4-month waiting period. You may not be re-employed by an OPERS employer within 4 calendar months from termination date.
 - The OPERS Withdrawal form may be accessed at the following link:
<http://www.opers.ok.gov/Websites/opers/Images/pdfs/Forms/Form-118W-15.pdf>
 - **Vesting**
 - If you have completed at least 8 years of credited service, you may be eligible to vest. This means you are eligible to elect the right to receive a future retirement benefit when you become eligible for normal or early retirement. Of the 8 years needed, at least 6 of those years must be full-time equivalent employment with a participating OPERS employer.
 - The OPERS Vesting form may be accessed at the following link:
<http://www.opers.ok.gov/Websites/opers/images/pdfs/Form-118VB-10.pdf>
 - The application for vested insurance coverage is available at the following link:
<https://www.ok.gov/sib/documents/RetireeVestedNon-VestDeferInsApp.pdf>

Pathfinder Information:

Upon severance of employment or retirement, you may leave your balance in Pathfinder and continue to have full access to maintain your accounts. Plus, any growth will continue to be tax-deferred. You are not required to take a distribution from Pathfinder until after April 1 of the year following the year in which you reach age 70½ or terminate service. When you do decide to take a distribution from Pathfinder, you have great flexibility in how you structure the distribution payments to fit your retirement income needs. To receive distributions over time, you may change the amounts or the method of payments at any time. You may structure distributions as follows:

>>Lump-sum or partial payment

>>Periodic payments

>>A rollover into a governmental 457, 401(k), 401(a) or 403(b) plan or an IRA4,6

[401\(a\) Distribution Form](#)

[457\(b\) Distribution Form](#)

For additional information please call 405-858-6737 or 800-733-9008.

Social Security Publications

- [What You Need to Know When You Get Retirement or Survivors Benefits](#)
- [Online Retirement Estimator](#)
- [Medicare](#)

Employment Resources:

- [2-1-1 Oklahoma](#)
- [Job Seeker Resources](#)
- [Oklahoma Job Link](#)
- [OK Job Match](#)
- [Job Search](#)
- [RecruitMilitary.com](#)
- [Job Search Workshops](#)
- [Career Resources](#)
- [Labor Market Statistics](#)
- [Community Resources](#)
- [Unemployment Benefits](#)
- [Veterans' Services](#)
- [Job Fairs](#)
- [Job Opportunities](#)
- [Effective Resumes](#)