

# OMES Exit Information for Retirees

Thank you for your service to the Office of Management and Enterprise Services. We wish you success in your retirement. 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.
- Access to your Employee Self Service account will be deactivated after your final working day. All time must be entered into your timesheet before close of business on your last day. OMES payroll will send your final paycheck stubs to the mailing address that we have on file.
- 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.
  - 5+ years of service = maximum allowable payout 480 hours
  - If you are a SoonerSave member, you may elect to boost your retirement savings while deferring taxes by deferring a portion or all of your accrued annual leave that would be paid to you when you end employment. To access the form and additional facts about this option, please visit <https://soonersaveretire.gwrs.com/preLoginContentLink.do?accu=OklahomaWR&contentUrl=preLogin.forms.landing&specificBundle=preLogin>
- Sick leave will not be paid out at the time of your separation. Any remaining sick leave accrued at the time of your separation may be added to OPERS member's service credit.
  - <http://www.opers.ok.gov/unused-sick-leave>
- Your insurance coverage will remain in effect through the last working day of the month in which your employment terminates.
  - If you are going to continue or defer insurance coverage with the state, you will need to complete the application for retiree insurance coverage is available at the following link: <https://www.ok.gov/sib/documents/RetireeVestedNon-VestDeferInsApp.pdf>
  - Continue to work with EGID to complete any remaining outstanding paperwork.
  - [Pre-Retirement Insurance Seminar Schedule](#)
  - [Former Employees and Surviving Dependents Premiums](#)
  - You will receive a COBRA packet in the mail. **Do Not complete this packet if you are electing to continue your insurance as a retiree.**
  - 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.

- Please work with your supervisor to complete the [OMES Employee Clearance Form](#). All property, including ID badge, keys, Blackberry, laptop, business cards, etc., shall be returned 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.
  - If you wish to receive distribution of your SoonerSave Funds along with your retirement benefit, you must complete all required documentation 30 day prior to your retirement date.
  - You are not required to take a distribution from SoonerSave until after April 1 of the year following the year in which you reach 70½ or, if older than 70½, when you terminate service.

### **OPERS Information**

- If you are retiring, you have already completed the necessary OPERS Application for Retirement. Please continue to work with OPERS to complete any remaining outstanding paperwork.
  - OPERS will need the following documents (if applicable), you may begin gathering these documents and forms early to help ensure a smooth transition into retirement:
    - Birth Certificate(s)
    - Marriage License
    - Divorce Decree
    - Certified Death Certificate
    - [OPERS Retiree Designation of Beneficiary Form](#)
    - [Withholding Preference Certificate](#)
    - [OPERS Direct Deposit Form](#)
- 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.

### **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](#)