



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.

- 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. It is recommended that you save copies of past paycheck stubs and/or leave reports prior to your access being deactivated. OMES payroll will send your final paycheck stubs to the mailing address that we have on file.
- If transferring to another state agency, please notify Payroll.Service@omes.ok.gov or a member of HR 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 pay period following your final paycheck.
 - Less than 5 years of service = maximum allowable payout 240 hours
 - 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 complete this form and return to HR, [Special Deferral from Accumulated Annual Leave Payment](#).
- You may voluntarily donate all or a portion of your annual or sick leave balances to the Leave of Last Resort Bank. If you choose to donate you will receive no monetary compensation for the donation and any sick leave donations cannot be applied as a possible credit for years of service under your respective retirement system or reinstated if you are reemployed with the state. If you would like to donate, please complete the form available at the following link:
 - [HCM-33C Leave Bank Form](#)
- Your insurance coverage will remain in effect through the last day of the month in which your employment terminates.
 - Fill out the mandatory [Change Request Form](#) for all exiting employees and send the completed form to HR before your last day.

- 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 [EGID](#).
 - 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: [Vested Insurance Coverage Application](#)
 - 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.

Please complete and sign the [OMES Clearance Form](#) and return all property, including ID badge, keys, mobile devices, laptop, purchase card (P-Card), 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 *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 four-month waiting period. You may not be reemployed by an OPERS employer within four calendar months from termination date.
 - The OPERS Withdrawal form may be accessed at the following link: [OPERS Withdrawal Form](#)
 - **Vesting**
 - If you have completed at least eight 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 eight years needed, at least six 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: [OPERS Vesting Form](#)

- o The application for vested insurance coverage is available at the following link:
[Vested Insurance Coverage Application](#)

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 decide to take a distribution from Pathfinder, you have great flexibility in how you structure the 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(b), 401(k), 401(a) or 403(b) plan or an IRA.

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