



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. 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.
- 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.
 - Five or more 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 Form Accumulated Annual Leave Payment](#).
- 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 members' [ServiceCredit](#).
- 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](#).
- OPERS retirees receive a prorated longevity payment on the payroll following your final paycheck with earnings. **If you resign prior to retirement, you are not eligible for prorated longevity.**
- Your insurance coverage will remain in effect through the last 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 form](#).
 - You will receive a COBRA packet in the mail. **Do NOT complete this packet if you have**

completed the Application for Retiree Insurance Coverage form.

- 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 complete and sign the OMES Clearance form located in the link below and return all property, including ID badge, keys, mobile devices, laptop, business cards, etc., to your supervisor by your final working day.
[OMES Clearance Form](#)

- 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 age 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 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) or valid driver's license.
 - Marriage License.
 - Divorce Decree.
 - Certified Death Certificate.
 - [OPERS Retiree Designation of Beneficiary Form.](#)
 - [Withholding Preference Certificate.](#)
 - OPERS Direct Deposit Form – Please call the OPERS office at 405-858-6737 or 800-733-9008 to request the form.

Pathfinder Information:

Upon 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 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(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.](#)