

# PERS Retirement Process Checklist

## Complete 3-6 Months Before Retirement

### Request a Retirement Consultation with a Benefits Specialist

Request a Retirement Consultation through your [OneSource](#) portal or by calling 732.745.7378 to discuss the retirement process and any questions you may have.

### Complete PERS Retirement Application online in MBOS

**MyNewJersey Portal** – <https://my.nj.gov/aui/Login> - The State will accept application up to a year in advance of your retirement date.

## Complete 2 Months Before Retirement

### Apply for Medicare with Social Security (If Medicare Eligible)

1. Log into your [OneSource Portal](#) and request the [Employer Verification Form](#) be completed under the service 'Medicare Part B Enrollment'.
2. Complete the [Application for Enrollment](#). In the 'Remarks' section list when you would like Medicare to become effective. Medicare must be effective no later than 1 month after the retirement date.
3. Return both completed forms to the Social Security Office.

### Review Retiree Health Benefits Information

Review information on the Retiree Health Benefits options offered by the State [here](#).

## Complete at Anytime Before Retirement

### Notify Department of Intention to Retire

You are responsible for providing your department head/supervisor with advanced written notice of your anticipated retirement date. Notice must include the word "retirement" and the retirement date, which is the first of the month. **If written notice is not provided to your department, vacation and/or sick-time payouts will not be issued to eligible employees.**

## Review ARS – Discuss PTO with your Department

Review unused and accrued paid time off through ARS. Please review all current [Human Resources policies](#) and [negotiating agreements](#) to determine the appropriate disposition of unused accrued paid time off, and schedule time off, as appropriate, with your supervisor in order to avoid forfeiting accrued paid time off.

## Conversion of Life Insurance

PERS Retirees with at least 10 years of pension credited service within the State Retirement System maintain a life insurance policy in an amount equal to three-sixteenths (3/16) times the last 12 months' salary. This policy is administered through Prudential. Retirees also have the option to convert the remaining life insurance; please find more information linked below.

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact13.pdf>

## Complete Within 30 days after Retirement

### Retiree Health Plan Enrollment

State Retiree Health Benefits Program Enrollment:

- Enroll in the State Health Benefit Program by creating a [MyNewJersey Account](#)
- Proceed to the BenefitSolver application
- Select Medical/Rx & Dental Coverage
- To waive participation, you must still follow the steps listed above.