

RECOMMENDED TIMELINE



1 YR-6 Months Before



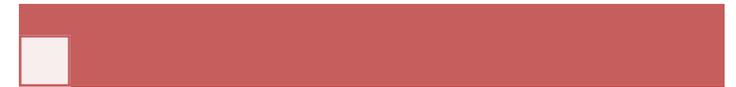
- Visit ASRS/PSPRS website
- Contact Social Security
- Choose your retirement date
- Attend Pima Council on Aging seminar on Medicare
- Change HSA eligibility if applicable

4 Months Before



- Decide health insurance option
- Calculate sick and vacation time
- Contact Nationwide regarding Deferred Compensation
- Contact ASRS/PSPRS regarding premium subsidy estimate
- Attend ASRS retirement seminar

2 Months Before



- Submit retirement letter
- Submit completed application to ASRS
- Submit Medicare B Employer form if applicable

Refer to Personnel Policy 8-106.4c for sick leave conversion to vacation time