

Retiring

Thank you for your years of service and Congratulations!

The below checklist is designed to help you navigate through the retirement process and assist you in making the best possible choices for your future health and financial wellbeing.

- Contact **OPERS** (<https://www.opers.org/about/contact/>) to schedule an appointment to talk through your retirement options and set a retirement date.
- Send an email to your supervisor informing them of your retirement date. The date must be the same date as your last day worked or last day on PTO. A minimum of two weeks' notice is requested.
- At least a month prior to your last day, contact Payroll & Benefits if you have an **Ohio Deferred Compensation** plan that you wish to roll your PTO payout into. Payroll can help you estimate the payout which you will need to report to Ohio Deferred Comp: <https://www.ohio457.org/home>.
- If necessary, update your contact information in **ADP** (mailing address and email).
- Write down ADP's phone number should you need assistance logging into your account (1-855-547-8508). You will have access to your tax and pay statements in ADP after you leave CML.
- Are you signing up for **Medicare**? If you need CML to verify your employer health coverage please email payrollbenefits@columbuslibrary.org.
- Are you planning to elect **COBRA**? You will receive information in the mail from **HealthEquity/WageWorks** with instructions on how to enroll. You will have 60 days to decide and coverage will be retroactive to your last day worked with CML.
- Questions regarding your retirement gift? HR will send you an email on how to choose a gift. Any questions should go to humanresources@columbuslibrary.org.
- Question regarding your 403b **Newport** account? Please contact Newport: www.newportgroup.com

Important Information to Keep in Mind:

- All CML benefits end on your last day worked.
- Your PTO will be paid in accordance to the Paid Time Off Policy. CML will not defer PTO to other employers in lieu of a payout.
- Employees are allowed to have one day of PTO in their last week, this can be your last day. If your last day is a CML paid holiday, you will not receive Holiday pay and must use PTO instead.
- CML will not deduct for medical, dental and vision benefits on your last check.
- If you have group or voluntary life insurance coverage through CML, you may be able to port or convert the coverage to an individual policy. Please contact payrollbenefits@columbuslibrary.org if you are interested.
- Upon retirement, you will receive a Benefit Summary letter via email or mailed to your home with information regarding all your benefit plans.