Pittsburg State University

Retirement Checklist

(February 2026)

The decision to retire is not always easy to make and can sometimes take months (or years!) to finalize all the details. The following information will help you with the decisions that need to be made before you retire from Pittsburg State University. We encourage you to contact your Human Resources Representative at hr@pittstate.edu to schedule an appointment if you need additional information or have questions. You should also review the retirement page on the Human Resources (HR) web page: https://www.pittstate.edu/hr/retirement-and-retiree-benefits.html

ELIGIBILITY

1. Determine when you are eligible to retire. Eligibility is based on your retirement plan.

    a. If you are in the **KBOR Mandatory Retirement Plan**, you can retire
        i. At age 55 with 10 years of service with a Regents institution
        ii. At age 60 regardless of years of service

Note: For University recognition as a retiree in official publications and ceremonies, the following guidelines apply:

- Age 55 with at least 10 years of Pitt State full-time, continuous service or age 60 with at least 5 years of Pitt State full-time, continuous service.
- Any employee that is terminated and/or allowed to resign under special circumstances shall not be recognized as a retiree, even if eligible under retirement plan criteria used by Human Resources.

    b. If you are in **KPERS 1** (hired before 7/1/2009), you can retire
        i. At age 55 with 10 years of KPERS service (reduced benefit)
        ii. At age 62 with 10 years of KPERS service (full benefit)
        iii. At age 65 with 1 year of service (full benefit)
        iv. Any age when age plus KPERS service = 85 points

    c. If you are in **KPERS 2** (first employed in covered positions on or after 7/1/2009), you can retire
        i. At age 55 with 10 years of KPERS service (reduced benefit)
        ii. At age 65 with 5 years of service (full benefit)
        iii. At age 60 with 30 years of service (full benefit)

    d. If you are in **KPERS 3** cash balance plan (hired January 2015 and after), you can retire
        i. Age 55 with 10 years of KPERS Service (reduced benefit)
        ii. At age 65 with 5 years of service (full benefit)
        iii. At age 60 with 30 years of service (full benefit)

2. Determine your last day of work. Write a letter to your supervisor that says you will retire from Pitt State and indicate your last day at work. At a minimum, the letter should read as follows:

   I will retire from Pittsburg State University on (insert date). This will be my last day at work.

   You may be as lengthy or succinct as you like. You may ask HR to review your letter prior to submitting it to your supervisor.

   Typically, it is important for your last day to NOT be the 1st of any month. Additionally, if you are a KPERS member, you will want to contact KPERS prior to writing your letter to verify the "best last day" for your individual situation.

   Special note for Faculty: Faculty who retire at the end of the spring semester or after a summer session can choose a retirement date between the end of the spring semester or summer session and July 31. The retirement letter must indicate the specific date they will retire. Note that you will remain an active employee through your retirement date. You cannot access funds in your Regents Mandatory Retirement Account until after your retirement date. If you are eligible for a payout of sick leave, the payment will be processed in the pay period in which your retirement date falls.

   Give the letter to your supervisor. Unclassified and University Support Staff retirement letters will be routed for signatures and approved by all in the organizational chain: Supervisor, Chair, Dean, and the Provost in the case of faculty; supervisor, Director, Department Head, and Vice-President and/or President in the case of staff and administration.

   Note that when you submit your retirement letter, it will be routed to individuals in the organizational chain, and others in the University will learn of your plans to retire. In other words, it will not be a secret.

   Health insurance benefits you are enrolled in, including Health Savings Account (HSA) and Flexible Spending Account (FSA) contributions, will end on the last day of the month in which your last day of employment falls if you retire on the 2nd day of the month or later. If you retire on the 1st day of the month, health insurance benefits you are enrolled in, including HSA and FSA contributions, will end on the 1st day of the month.

   Your retirement date for KPERS and the KBOR Mandatory Retirement Plan is the 1st day of the month *following* your last day at work. This date determines when you can access your retirement funds.

   Example: Last day of work – April 10, 2026
   Health Insurance Benefits, including HSA and FSA contributions end – April 30, 2026
   Life insurance ends – April 30, 2026
   Retirement fund payments can begin – May 1, 2026

   You should schedule a meeting with your HR representative at least three (3) months before your last day at work to complete necessary paperwork. Even if you are 1-2 years out, you may want to meet with HR sooner so that you will know how to prepare when the time comes.

3. Contact Social Security three (3) months before you will retire to discuss the following:

    a. If age 62 or older, discuss Social Security retirement benefits.
    b. If age 65 or older, discuss enrollment in Medicare Parts A, B, & D (see below). NOTE: If you are 65 or older and continue coverage through the State of Kansas Direct Bill/Medicare options program, you must have Medicare Parts A and B and provide a copy of your Medicare card to complete the Direct Bill/Medicare options enrollment process. See #4 below. Be sure to contact Social Security no later than three (3) months before you will retire to ensure that you will receive your Medicare cards in time.

Social Security & Medicare Contact Information

Web Sites	www.ssa.gov/benefits/retirement/
	www.medicare.gov
Joplin Office	4102 S. Arizona Avenue Joplin, MO 64804
Phone	1-866-964-7421
TTY	1-800-325-0778
Fax	1-833-926-1829
Hours as of 9-12-22	
Monday	9:00 AM - 4:00 PM
Tuesday	9:00 AM - 4:00 PM
Wednesday	9:00 AM - 4:00 PM
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Important note about Medicare and employees that are enrolled in qualified high deductible health plans (HDHP) and health savings accounts (HSA): An employee cannot be enrolled in any part of Medicare (A, B or D) and contribute to a HDHP HSA. Please consider this when taking any action that may trigger enrollment in any part of Medicare. Note that a covered spouse may enroll in Medicare and the employee's HSA contribution will not be affected.

Think about this when you participate in the State Employee Health Plan open enrollment in October each year. If you know you will be enrolled in Medicare A, B, or D the following calendar year, you should not enroll in a HDHP or HSA.

If an employee or covered spouse waits to enroll in Medicare when the employee retires, the employee will need to provide the Social Security office with the form that allows the employee and/or a covered spouse to enroll in Medicare during a "Special Enrollment Period (SEP)." Typically, Social Security provides the form for Pitt State HR to complete.

Medicare is the federal government's health insurance program for individuals age 65 and older. Some individuals under 65 may also qualify for Medicare because of disability. Here's a quick guide to each of the parts of Medicare.

a. Medicare Part A – Hospital Insurance: Part A is free for most beneficiaries (their term for a retiree) over the age of 65. It helps cover inpatient care in a hospital or skilled nursing facility. It also covers hospice and some home health care. Part A has deductibles, coinsurance and/or copayments that are the beneficiary's responsibility. Medicare leaves certain gaps in benefits, and members are responsible for paying these uncovered medical costs. Medicare Part A is provided at no cost.

b. Medicare Part B – Medical Insurance: The Part B monthly premium is based on yearly income. Check the Medicare web site (www.medicare.gov) to determine the amount you would pay. Part B helps cover doctor's services, medical tests, hospital outpatient care, some home health care, and durable medical equipment. Part B also has deductibles, coinsurance and/or copayments that are the beneficiary's responsibility. Medicare leaves certain gaps in benefits, and members are responsible for paying these uncovered medical costs. There is a cost for Medicare Part B.

c. Medicare C – Medicare Advantage Plans: Medicare Advantage plans are an alternative to Medicare Parts A and B. They are administered by private insurance companies and cover the same benefits as Parts A, B, and usually D. In Medicare Advantage plans, you pay the basic Part B premium and may pay an additional premium to the Medicare Advantage plan. Some also include extra benefits, such as dental, vision, or hearing services. When you join a Medicare Advantage plan, the government pays a fixed amount to the insurance company every month for your care. The company will set its own rates for your out-of-pocket costs.

   Medicare Supplemental Plans also provide additional coverage for Medicare participants.

   IMPORTANT: Employees who are covered by the State Employee Health Plan (SEHP) when they retire from the State of Kansas, and covered dependents, can continue health insurance through the State of Kansas (SOK). Individuals who are 65 or older can select from Medicare Advantage Plans and a Medicare Supplemental Plan in the Direct Bill/Medicare Options plan. https://sehp.healthbenefitsprogram.ks.gov/retiree See #4 below.

d. Medicare D – Prescription Drug Coverage: Part D is designed to assist in the payment of prescription drug costs. The program is administered through private insurance companies. The State of Kansas Direct Bill Medicare Advantage and Supplemental plans offer options with and without Part D coverage.

Additional information on Medicare can be found at www.medicare.gov. You can also call 1-800-MEDICARE.

4. Decide if you want to continue health insurance (medical, dental, and vision) with the State Employee Health Plan with the SOK when you retire. Employees who are eligible to retire and who are covered by SOK health care can continue health insurance in the State of Kansas Direct Bill program for themselves and covered dependents as long as they continue to pay the premiums. Employees who retire and who are not Medicare eligible (age

65) may elect to continue coverage with Direct Bill coverage. (Check the rates for COBRA and Direct Bill each year as determined by the State's Health Care Commission. **Currently-February 2026 - Direct Bill costs less than COBRA.)**

There is important information to consider when deciding to continue in COBRA or Direct Bill:

- An employee who is 65 or older, and/or a spouse who is 65 or older, cannot be in COBRA.
- If the employee continues in COBRA and dies, or the employee and spouse divorce, the spouse will not be able to transition to Direct Bill at the end of the COBRA coverage period.
- COBRA coverage is available for 18 months only. If you continue coverage under COBRA, you will need to contact the State Employee Health Plan (SEHP) Direct Bill representative two (2) months before COBRA coverage ends and request transfer to Direct Bill at the end of the COBRA coverage period.

See Direct Bill, COBRA, and SEHP contact numbers at the end of this document. Employees should talk with representatives from the State Employee Health Plan (SEHP) to determine the best option for Direct Bill or COBRA coverage.

You can also choose to continue the **vision plan only** or **dental plan only** without the health plan through the State Employee Health Plan.

Note also that if you do not continue coverage in Direct Bill or COBRA when you first retire, you and your dependents cannot come back on the SOK Direct Bill program at a later time. You get a one-time opportunity to continue coverage with the State.

Note: If an active employee or retiree dies while participating in Direct Bill, the covered spouse and dependents can continue health insurance through the Direct Bill program.

If you, your spouse, or covered dependents are under age 65 when you retire, you can continue coverage through Direct Bill or COBRA in the same plan you are currently enrolled. Direct Bill or COBRA coverage is effective the day following your retirement date

If either you or your spouse are age 65 and older and eligible for Medicare, you can only continue coverage through Direct Bill in a Medicare supplement plan. Coverage for the Medicare supplement plan starts the first day of the month following your retirement date. You will need to have Medicare A and B effective to enroll in a Direct Bill Medicare supplement plan.

Federal law requires that the State of Kansas (SOK) send you information about COBRA coverage. This will be sent via US Mail. If you want to continue in COBRA coverage, you will need to complete enrollment paperwork and return to the 3rd party administrator (Currently COBRAGuard, an iTEDIUM Solution 866-952-6272 Ks.sehp.ps@itedium.com.) If you want to transition to Direct Bill coverage at the end of 18 months or when you or a covered spouse turns 65, you will need to contact SEHP to start the transition. You should contact SEHP two (2) months before the date you need to transition to Direct Bill.

If you continue in the Direct Bill program, Human Resources will enter your retirement in the SEHP Membership Administrative Portal (MAP). You will then then be notified when SEHP has created a portal in MAP where you will complete the Direct Bill enrollment. To complete enrollment, you will need to access MAP at the following address and register as a new user

- https://sehp.member.hrissuite.com/ You will need your State of Kansas (SOK) Employee ID number to register. HR can provide you with your SOK Employee number if you don't know it.

If either you or your spouse is eligible for Medicare, you will each have to register with MAP as separate users and complete enrollment in the Direct Bill Medicare supplement plan. Those 65 and older will have to upload a copy of the Medicare card showing coverage in Medicare Parts A and B within 31 days of your retirement date to complete the Direct Bill enrollment process. After you complete enrollment in MAP for Direct Bill, you will receive information from the State Employee Health Plan about the Direct Bill coverage.

You will also receive information directly from your health care company (Blue Cross/Blue Shield of KS or AETNA) about continuing coverage directly with the provider.

NOTE: Direct Bill and COBRA premiums usually change at the beginning of the calendar year. Premiums for the next year are made available by mid-October of the preceding year. Direct Bill and COBRA members will have an annual open enrollment period when they can change plans and enroll dependents. The open enrollment period is a 30-day period starting in November with changes effective on January 1 of the following calendar year.

A good resource for Medicare and other health insurance issues is the Senior Health Insurance Counseling for Kansas (SHICK) https://www.kdads.ks.gov/services-programs/aging/medicare-programs/senior-health-insurance-counseling-for-kansas-shick

5. If you have flexible spending (FSA) or a Health Reimbursement Account (HRA), make sure you have incurred adequate expenses to be reimbursed for all of the money that has been withheld through your last paycheck.

   You should be ready to submit a claim for reimbursement close to your retirement date so that your claim is not denied for late submission. Check with the FSA or HRA provider for specific deadlines.

6. Determine eligibility for leave payouts. Eligibility is based on your State of Kansas (SOK) Length of Service Date. Note that an employee must complete 12 months of service to be credited for one (1) year of SOK service. This may be important for 9-month employees. It is recommended that you confirm your SOK years of service with Human Resources before finalizing your retirement date.

   Payouts are on the final paycheck and are subject to retirement, Social Security and Medicare contributions, and federal and state income taxes. You will net approximately ½ of the gross payout.

   a. Sick Leave

SOK Length of Service	Hours Accumulated	Payout
8 years	800 hours	240 hours
15 years	1000 hours	360 hours
25 years	1200 hours	480 hours

b. Vacation leave

Maximum payout of 240 hours vacation leave

c. Compensatory time

Maximum payout of 240 hours compensatory time (hourly employees) or 40 hours (salaried employees).

Hourly rate for exempt employees is determined as follows:

Bi-weekly rate / 80 = hourly rate

7. Decide if you want to tax shelter your leave payouts. You will need to select either the Deferred Comp plan provided by Empower (KPERS 457) or one of the approved voluntary tax-sheltered annuity (VTSA) companies (either TIAA or VOYA) and complete the application with the company. You will also complete the KBOR authorization form available from your HR representative or on our HR website (reb box - forms). You need to decide how much you want to "net" (take home) on your last check. We will then be able to determine the total amount you can tax shelter based on the State of Kansas payroll calculator.

8. Contact your voluntary tax sheltered annuity company directly to discuss withdrawal options if you participated in the program. You will need to access Plan With Ease (www.planwithease.com) to get authorization to access your funds. Pitt State HR team (email hr@pittstate.edu) can also help you get the authorization form from Plan With Ease. These forms cannot be generated until you have fully left employment.

From the Kansas Board of Regents policy (2-17-26):

For the KBOR **Mandatory** Retirement Plan, funds are available only when you have completely separated from service from all state universities/KBOR Office employment or when covered under a Phased Retirement Agreement.

For the KBOR Voluntary Retirement Plan, funds are available after separation from service, at or after age 59 1/2, when disability status is attained or for an approved hardship or loan.

You must have a valid separation of service to access KBOR voluntary retirement funds if you are under age 59 & ½. You will not be approved to access your voluntary retirement funds if you are working, or have been appointed to work for, any KBOR institution.

Note: Currently, funds received from one of the approved Regents Mandatory Retirement Companies (TIAA or Voya) or one of the approved Voluntary Retirement Plan companies are exempt from Kansas income tax. See Kansas Department of Revenue Notice 05-05 dated 6/2/2005.

9. Decide if you want to continue your regular life insurance (150% of salary) and optional group life, if you currently have it, for yourself and spouse. Proof of good health is not required.

Note: You must be at work on your last day of work to continue the portability option. If you are not actively at work on your last day, you can continue life insurance by converting to an individual policy. The conversion premiums are higher than the portable premiums.

Current rates for life insurance Monthly Premium Rates for Members & Spouse per $1,000 of life insurance continued through the portability option are available upon request to hr@pittstate.edu.

Coverage reduced to 65% at age 65; to 50% at age 70; and to 35% at age 75. NOTE THAT THE REDUCTION WILL BE IMMEDIATELY APPLIED TO THE REQUESTED AMOUNT FOR INDIVIDUALS AGE 65 OR OLDER.

You will complete a form when you meet with Pitt State HR if you want to continue life insurance. You can pay for the life insurance by quarterly, semi-annual, or annual billing or monthly EFT. There is an additional fee until you use EFT or are billed annually.

10. Additional Benefits for Retirees:

    a. Faculty Space and Support - Faculty members may have office, lab space, and administrative support with approval by the Chair and Dean.
    b. Tickets for University-Sponsored Events - Retirees receive two (2) complimentary tickets for University-sponsored events.
    c. Courtesy Parking Cling - One (1) courtesy parking cling is available through Human Resources or University Police. It does not expire and is non-transferrable. Your HR representative will provide the retiree parking sticker to you at your closing retirement meeting.
    d. Full library privileges
    e. Student Recreation Center privileges with paid membership, if applicable.
    f. Emeritus Status (Unclassified Faculty and Administrators only with 10 years or more of service) – Nominations for Emeritus status are routed through the organizational chain for approval with the President as the final signature. There is no monetary award associated with receiving Emeritus status. Retirees who are awarded Emeritus status will receive a letter from the President's Office/HR. There is nothing you do to start or request Emeritus. It is automatically started by the HR department.
    g. PSU Email Account
        i. Unclassified faculty and administrators awarded Emeritus status may continue to access their pittstate.edu email account through Outlook. Emeritus status recipients will need to send an email to emeritus@pittstate.edu within five (5) business days after receiving the notice from the President's Office/HR to inform Information Technology Services (ITS) of their retirement date so that their Outlook account can be kept open.
        ii. Unclassified employees who are not awarded Emeritus status and University Support Staff will not be able to maintain their pittstate.edu email account following retirement.

ISSUES FOR KPERS/KP&F MEMBERS:

1. Request a KPERS estimate. Use the KPERS Benefit Estimator on https://www.kspers.gov/ or request an estimate from KPERS by completing KPERS form 15-E. This form is available on their website.

2. KPERS benefit decision:
    a. Benefit Options:

i. Maximum benefit with no option (with or without lump sum)
ii. Joint Survivor option (50%, 75%, 100%) (with or without lump sum)
iii. Life Certain option (5-year, 10-year, 15-year) (with or without lump sum)

NOTE: If you are married, and you do not name your spouse as a Joint Annuitant, your spouse must sign the KPERS Application and the signature must be notarized.

b. If lump sum selected (10%, 20%, 30%, 40%, 50%)
   i. Pay to self?
   ii. Pay to IRA, Roth IRA or defined contribution plan? (Need name of plan, account #, mailing address)
c. Tax withholding from KPERS check
d. Direct deposit account for KPERS check
e. Beneficiaries? Can leave same as current but you will need to verify correct addresses, Social Security number, and date of birth for each beneficiary.
f. Funeral home designated for $6,000 death benefit?
g. Make note of when you may expect your first KPERS retirement checks. Generally, KPERS pays checks at the end of the month. If your KPERS retirement date is 10/1/2026, you would receive your check around 10/30/2026.
h. Gather documents for the KPERS retirement application for you and a joint annuitant (if option is selected). See application for acceptable documents and further details. HR must see the original documents. We will make a copy to send to KPERS.
   i. Proof of age
   ii. Proof of name change
   iii. Marriage license if you have had a name change
   iv. Driver's license

We strongly encourage you to set up a meeting with a KPERS representative to review the best retirement date for you and provide your estimated monthly pay at least three (3) months prior to your scheduled retirement. Pitt State HR is not able to provide you with this information; it should be a conversation between you and KPERS.

ISSUES FOR REGENTS MANDATORY RETIREMENT MEMBERS:

1. Phased Retirement - https://www.kansasregents.gov/about/rules-regulations/phased-retirement

2. Contact your KBOR Mandatory Retirement company (TIAA or Voya) directly to discuss withdrawal options. You will need to access Plan With Ease (www.planwithease.com) to get authorization to access your funds. HR can also help you get the authorization form from Plan With Ease. https://www.kansasregents.gov/about/regents_retirement_plans/mandatory_retirement_plan

3. Review the KBOR Separation of Service information. You must have a valid separation from service to access your retirement funds. You will not be approved to access your retirement funds if you are working in any type of position, or have been appointed to work for, at any KBOR institution.

Pitt State HR is here to assist you through this process. If at any time, you have questions, contact us at hr@pittstate.edu . If we aren't the right resource for your question, we'll get you to the correct person/organization. We are happy to help!

Pitt State HR - 204 Russ Hall, (620) 235-4191 hr@pittstate.edu