



Anything following that is underlined is a hyperlink that will take you directly to a website or document

Retiring From Buffalo State

- ☐ **Get an overview of the retirement process**
 - ☐ **Go to the HR Website, Select the Benefits Heading, then Retirement Planning**
 - ✓ *I Under Retirement Planning Resources There is a Link for [Planning for Retirement](#)*

Estimating Your Pension

- ☐ **Contact your pension for estimates**

You should do this 12 - 18 months prior to your retirement date

 - ☐ New York State and Local Retirement System Enrollees (NYSLRS) *Employees' Retirement System (ERS) Police and Fire Retirement System (PFRS)*
 - ✓ [Review NYSLRS retirement planning steps](#)
 - ✓ [Estimate your pension on-line](#)
 - ☐ New York State Teachers' Retirement System (NYSTRS)
 - ✓ [Review NYSTRS retirement planning steps](#)
 - ✓ [Estimate your pension](#)
 - ☐ Optional Retirement Program (ORP)
 - ✓ [Contact your investment advisor](#)

Understanding Retiree Health Insurance and Medicare

- ☐ **Understand NYSHIP retiree health insurance**
 - ☐ Read your New York State Health Insurance Program materials and check requirements for continuing your health insurance in retirement
 - ✓ [Review NYSHIP Planning for Retirement](#)
 - ✓ [Review the NYSHIP Benefits Checklist](#)
 - ☐ Look at NYSHIP health insurance costs
 - ✓ [Review NYSHIP Health Insurance choices](#)
 - ✓ [Review monthly NYSHIP Rates and Information for Retirees](#)
 - ✓ [Estimate your monthly sick leave credit](#)
 - ☐ Understand Medicare requirements for NYSHIP retirees - If you need to file for Medicare, you should do so 3 months prior to the effective date. www.ssa.gov 800-772-1213
 - ✓ [Review Medicare & NYSHIP](#)
 - ✓ [Learn more about Medicare and enrollment](#)

Filing for Retirement

- ☐ **Determine your date of retirement**
 - ☐ Contact your pension to determine your date and understand filing requirements
 - ✓ [NYS and Local Retirement System](#) ERS/PFRS requires no less than 15 days no more than 90 days
 - ✓ [NYS Teachers' Retirement System](#) NYSTRS
 - ✓ [Optional Retirement Program](#) ORP
- ☐ **Submit your notice of retirement**

You should give yourself at least 30 days for processing of your final paperwork. UUP is contractually obligated to give 30 days notice.

 - ✓ Submit your notice to your Department Head, Supervisor, or Dean.
 - ✓ It needs to include your retirement date. Your date of retirement is the date immediately following the last day you are on the payroll. Example: If your last day is Friday, March 30th, your date of retirement is Saturday, March 31st.
 - ✓ They will forward it to Human Resources along with a Current Employee Change Form (CECF). Once received, your packet and forms will be sent to you for processing.
- ☐ Contact Human Resources with any questions after reviewing the information.