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# Retirement Coordinator Training

## September 2022

Presented by the Oklahoma Public Employees Retirement System

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# Presenters

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(405) 858-6768

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# Questions?

- Submit questions through the chat feature to:
  - Questions? – Cameron Gregg
- Questions will be answered at the end.
- Contact us after the presentation



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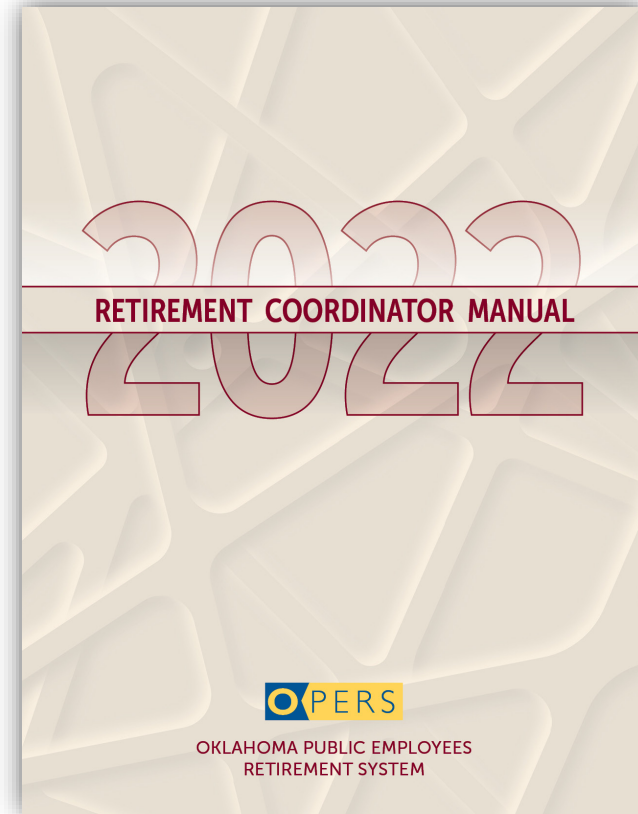
# Presentation Overview

- Retirement Coordinator Responsibilities
  - Defined Benefit Plans Update
    - Military Service
    - Withdrawal Process
  - Retired Member Services Update
    - Digital Retirement Application
  - Member Experience Update
  - Questions & Answers
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# Updated Manual

- PDF available on Employer's section of the OPERS website.
- Second page highlights changes in 2022.



# Staffing Changes

CONTACT INFORMATION		
Mailing Address: P.O. Box 53007   Oklahoma City, Oklahoma 73152-3007		
Physical Address: 5400 North Grand Boulevard, Suite 400   Oklahoma City, Oklahoma 73112-5625		
(800) 733-9008 toll-free   (405) 858-6737 OKC area   (405) 848-5946 fax		
www.opers.ok.gov   <a href="mailto:contact@opers.ok.gov">contact@opers.ok.gov</a>		
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	Debra Schmitt	858-6766   <a href="mailto:dschmitt@opers.ok.gov">dschmitt@opers.ok.gov</a>
Retired Member Services	Questions for members currently going through the retirement process or those already retired.	
	Tara Harris	858-6722   <a href="mailto:tharris@opers.ok.gov">tharris@opers.ok.gov</a>
	Michelle McRee	858-6757   <a href="mailto:mmcree@opers.ok.gov">mmcree@opers.ok.gov</a>
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	Kristi Unsell	858-6790   <a href="mailto:kunsell@opers.ok.gov">kunsell@opers.ok.gov</a>
Defined Contribution Plans	Questions regarding Soonersave or Pathfinder participation	
	Marc Pierce	858-6708   <a href="mailto:mpierce@opers.ok.gov">mpierce@opers.ok.gov</a>
	Mary Janousek	858-6796   <a href="mailto:mjanousek@opers.ok.gov">mjanousek@opers.ok.gov</a>
	Robin Wano	858-6779   <a href="mailto:rwano@opers.ok.gov">rwano@opers.ok.gov</a>
Payroll Reporting Issues	Questions regarding payroll contribution reporting and submissions	
	Nancy Boysen	858-6728   <a href="mailto:nboysen@opers.ok.gov">nboysen@opers.ok.gov</a>
Communications Department	Questions regarding publications, member education, forms or the OPERS website	
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	Tonda Ames	858-6765   <a href="mailto:tames@opers.ok.gov">tames@opers.ok.gov</a>
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Other OPERS Contacts	Stephanie White	858-6768   <a href="mailto:swhite@opers.ok.gov">swhite@opers.ok.gov</a>
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	Justin Kilgore	858-6742   <a href="mailto:jkilgore@opers.ok.gov">jkilgore@opers.ok.gov</a>
Employer Website	General questions about the employer website can be directed to our main contact information. If you need to reset your password email us at <a href="mailto:help@opers.on.spiceworks.com">help@opers.on.spiceworks.com</a>	

OPERS Contact Information on Page 3 of the Manual.

Don't know who to ask?

The OPERS Contact Center can help!

(405) 858-6737

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# Coordinator Survey!!!

- Survey will pop up when you exit the Zoom meeting.
- Survey will be linked in an email sent after the training.



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# Retirement Coordinator Responsibilities

What do you need to know?

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# Roles of the Retirement Coordinator

- Multiple Plans, Varying Responsibilities
  - Maintaining records
  - Enrolling new employees
  - Reporting contributions
  - Providing information on multiple plans
  - Keeping your employees informed

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# Maintaining Records

- Long-term relationship between OPERS and your employees
  - OPERS will frequently request missing information.
  - Keep employee records as accessible as possible.
  - Learn where your old records are hiding, do not get rid of that information unless you can recreate it.

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# Enrolling New Employees

- Online enrollment available at OPERS Online
  - Please enroll employees before first payroll report and enroll even those who leave immediately.
  - Enroll returning employees (particularly those who previously vested)
  - Call OPERS regarding prior participation.
  - Please encourage members to complete beneficiary designations at enrollment.
  - Members cannot withdraw, vest or retire without enrolling.
  - Enrollments do not happen in WorkDay

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# Membership Requirements

- Position is permanent, not seasonal or temporary.
- Position requires at least 1,000 hours work per year (rolling 12 months after first day of employment).
- The salary must be equal to or greater than the minimum wage.

State employees who first become employed by a participating employer on or after November 1, 2015, and have no prior participation in OPERS will participate in the mandatory Pathfinder defined contribution plan.

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# Membership Requirements

- “Probationary” periods are still reportable
  - Periods of “initial employment” cannot be exempted from OPERS contributions.
  - Delinquent service is costly and avoidable.

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# Rolling 12-Month Calendar

April	80 hours	December	80 hours
May	85 hours	January	60 hours
June	65 hours	February	85 hours
July	95 hours	March	85 hours
August	85 hours		
September	85 hours		
October	80 hours		
November	60 hours		

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April through March = 945 total hours (Not OPERS eligible)

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# Rolling 12-Month Calendar

<del>April</del>	<del>80 hours</del>	December	80 hours
May	85 hours	January	60 hours
June	65 hours	February	85 hours
July	95 hours	March	85 hours
August	85 hours	April	95 hours
September	85 hours		
October	80 hours		
November	60 hours		

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May through April = 960 total hours (Not OPERS eligible)

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# Rolling 12-Month Calendar

~~April~~ ~~80 hours~~

~~May~~ ~~85 hours~~

June 65 hours

July 95 hours

August 85 hours

September 85 hours

October 80 hours

November 60 hours

December 80 hours

January 60 hours

February 85 hours

March 85 hours

April 95 hours

May 95 hours

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June through May = 970 total hours (Not OPERS eligible)



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# Rolling 12-Month Calendar

~~April~~ ~~80 hours~~

~~May~~ ~~85 hours~~

~~June~~ ~~65 hours~~

→ July 95 hours

August 85 hours

September 85 hours

October 80 hours

November 60 hours

December 80 hours

January 60 hours

February 85 hours

March 85 hours

April 95 hours

May 95 hours



June 95 hours

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July through June = 1,000 total hours **(OPERS eligible)**

# Step-up

- Updated brochure
- Contribution is an extra 2.91%
- On full years of participation in Step-up
- Not Eligible:
  - Contributing at the 8% Hazardous Duty rate
  - First elected or appointed prior to November 1, 2011 cannot participate



Your OPERS benefit is a valuable part of your future retirement income. One way to get more from your OPERS benefit is through Step-Up. Whether you are early in your career or have many years of service, you can step up your contribution and receive a greater lifetime benefit when you retire. For information on the benefit formula and retirement eligibility review the EssentialOPERS at [www.opers.ok.gov/publications](http://www.opers.ok.gov/publications).

### What Is Step-Up and How Does It Work?

When you retire, OPERS calculates your benefit using a formula:

Final Average Compensation	X	Years of Service	X	Computation Factor (2%)
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*(The formula is different for elected officials and hazardous duty members.)*

With Step-Up, you pay more in contributions each paycheck. In return, your benefit calculation will use a higher computation factor of 2.5%.

**Step-Up**  
**2.0% ➔ 2.5%**

The higher 2.5% Step-Up rate only applies to full years (12 months) of participating service earned after starting Step-Up.

- For example, four years and 10 months in Step-Up will result in a calculation of four years at the Step-Up rate.
- All other service, including partial years of participation in Step-Up, is calculated at the standard 2% rate.<sup>1</sup>

### How Much Will Step-Up Cost Me?

- An Additional 2.91% of your compensation.
- To calculate your full contribution with Step-Up, add 2.91% to your current contribution rate.
- Contact your retirement coordinator or payroll clerk for your current contribution rate.
- Regular employee contribution rates and/or the Step-Up rate could change in the future.

### What Are the Requirements and Eligibility?

Most active OPERS members may enroll in Step-Up.<sup>2</sup>

- Except: Hazardous duty members and elected officials first elected or appointed prior to November 1, 2011.
- Once enrolled, you are always in the program.
- You cannot stop or pause the additional Step-Up contribution.
- You will continue to pay into Step-Up even if you change positions or return to work in the OPERS system after a break in service, retiring or taking a withdrawal.

### How Do I Enroll in Step-Up?

- Complete and sign a Step-Up Election Form.
- Return the form to your retirement coordinator.
- You can enroll as a new employee or at any time while you are an active participating member.
- Step-Up starts the first payroll period after your employer accepts the form.

### Is Step-Up Right for Me?

Like all financial decisions, choosing to Step-Up may impact your current and retirement lifestyles. You should consider these factors before enrolling:

- Once begun, you cannot stop Step-Up contributions.
- How long do you plan to remain an active member?
- Can you afford a decrease in take-home pay due to higher employee contributions?
- What is your current financial standing and tax status?
- How long do you and/or your survivor plan to receive a pension from OPERS based on age and life expectancy?
- You cannot withdraw contributions until you end employment.
- Other choices for tax-sheltered saving such as SoonerSave or an IRA.

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# Reporting Contributions

- Retirement contributions begin for:
  - New members - 1st day of month following hire date
  - Previous and retired members - 1st day on the job
- Verify prior participation
  - Call OPERS. The Contact Center can verify when contributions need to begin.
  - Do not email Social Security numbers.

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# Reporting & Data Integrity

- Make sure to enter hours and salary correctly for each member.
  - Do not copy and paste without checking the hours.
  - This can cause problems at retirement.
  - OPERS may not be able to process a member's retirement until errors are resolved.
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# Employer Website Transactions

- Enroll new members
- Payroll reporting
- Update member name
- Update member address
- Preliminary Employer Certification (Retirement Application – Part 8)
- Final Employer Certification

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# Updating Member Information

- Updating Name Changes
  - Name changes occur through the reporting of payroll.
  - This event marks a good time to request copies of the marriage license, divorce decree (first page and signatures), etc. which verifies the name change.
  - Provide copies to OPERS for the member's file. We will likely ask for these documents at retirement.

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# Updating Member Information

- Updating Addresses
  - You may update a member's address on the employer website at <https://connect.opers.state.ok.us>.
  - Members may complete a Change of Address form online.
  - Employees updating their address in Workday does not automatically update their OPERS record.

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# Providing Information to OPERS

- Serve as liaison between OPERS and your employees.
- Keep employees informed on OPERS information.
- Assist employees with OPERS forms.

OPERS is happy to share information  
and advice with Retirement Coordinators

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# Separation Information

- Last date physically on the job
- Last date on payroll
- Termination date
- Hours of unused sick leave
- Hazardous duty service dates
- Last day of insurance coverage

## PART 2 – EMPLOYER CERTIFICATION

This section is to be completed by the retirement coordinator and signed no earlier than the member's termination date. I certify the following information for the member requesting to elect vested benefits in Part 1, and that the member was an employee of an OPERS participating employer.

_____ Last date physically on the job	_____ Last date on regular payroll	_____ Termination date	_____ Hours of unused sick leave
_____ Retirement coordinator's signature		_____ Phone number	_____ Date
_____ Employer name		_____ Employer number	

Dates: These may or may not be the same date. (1) *Last date physically on the job*: last day employee did their job; (2) *Last date on regular payroll*: last day for which employee was paid, including paid leave; (3) *Termination date*: last date of payroll or the date the employee states they are not returning to work, whichever is later. Detailed information can be found on the OPERS website at: [www.opers.ok.gov/glossary](http://www.opers.ok.gov/glossary).

## PART 8 – RETIREMENT COORDINATOR VERIFICATION

If you previously submitted an *Application for Vested Benefits* with OPERS, this section will not need to be completed.

I certify the member named in Part 2 is an employee of a participating OPERS employer. I certify the information provided is true and correct to the best of my knowledge.

_____ Employer	_____ Employer number
_____ Retirement Coordinator's signature	_____ Date

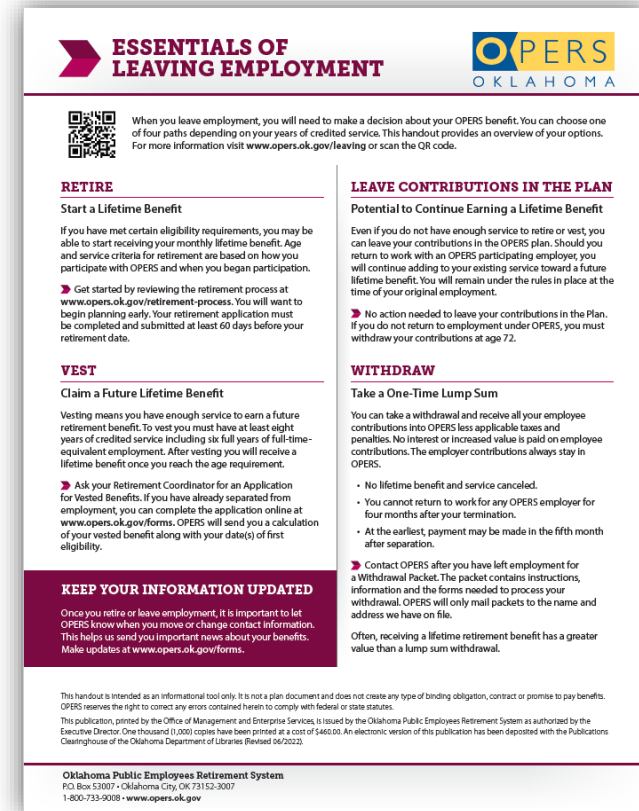
Member's last date on job:	_____
Member's last date on payroll:	_____
Hours of unused sick leave:	_____
Hazardous duty service dates, if applicable:	
Start:	_____ End: _____

## PART 2 –END OF EMPLOYMENT INFORMATION (To be completed by the former employer)

_____ Last date on regular payroll	_____ Date of termination	_____ Hours of unused sick leave
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# Essentials of Leaving Employment

- What are your options when leaving employment?
  - Retire
  - Vest
  - Leave contributions with OPERS
  - Withdraw



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# Updates

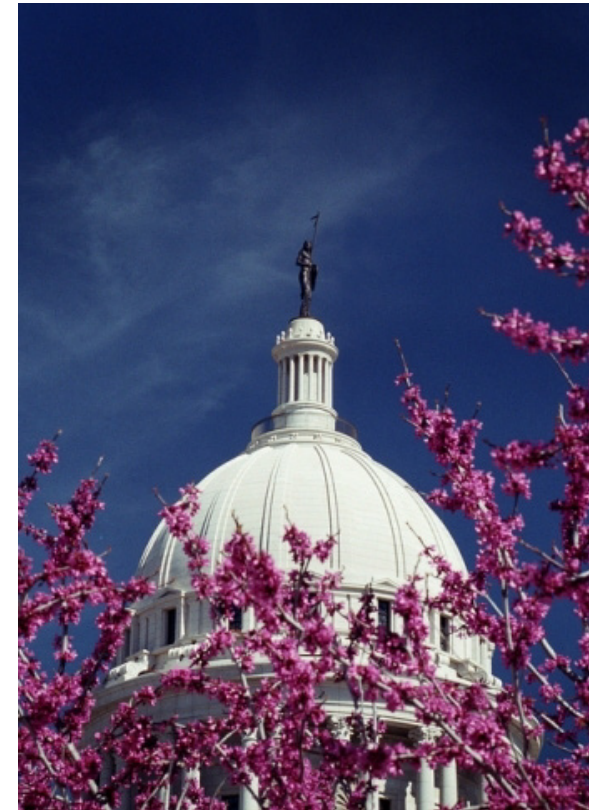
What's new in the Defined Benefits Plan department?

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# 2022 Legislation

- HB 3709
  - Effective November 1, 2022
  - Expands the opportunity to purchase prior and participating military service.
  - Previous military service purchases were limited to specific periods of active military service.



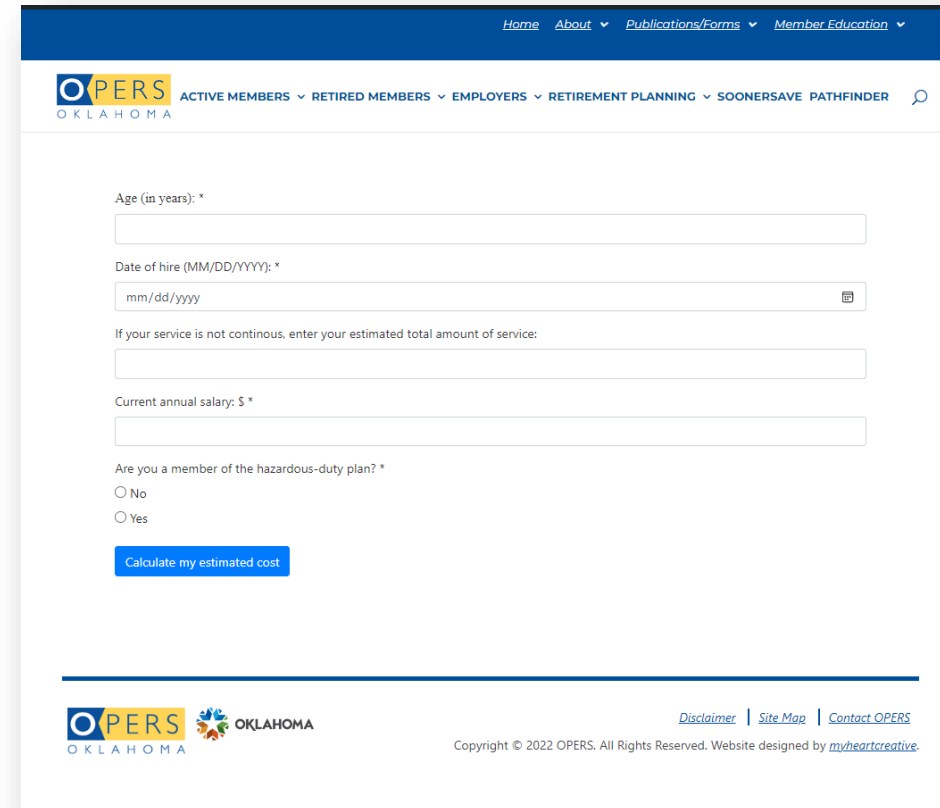
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# Military Service

- Who qualifies?
    - Active member of OPERS
    - Served and received an honorable discharge in the Armed Forces of the U.S.
    - Periods must be shown on a DD214
  - Previous and participating service
  - Purchased at actuarial cost
  - Free service for members who joined OPERS prior to July 1, 2000 for certain period of active military service. [www.opers.ok.gov/military-service](http://www.opers.ok.gov/military-service) for dates.
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# Military Service Calculator

- Encourage members to use the calculator before applying for service.



The screenshot shows the OPERS Oklahoma website's Military Service Calculator. The page has a blue header with navigation links: Home, About, Publications/Forms, and Member Education. Below the header is the OPERS Oklahoma logo and a menu with links to Active Members, Retired Members, Employers, Retirement Planning, Soonersave, and Pathfinder. The main content area contains a form with the following fields and options:

- Age (in years): \* (text input field)
- Date of hire (MM/DD/YYYY): \* (text input field with a calendar icon)
- If your service is not continuous, enter your estimated total amount of service: (text input field)
- Current annual salary: \$ \* (text input field)
- Are you a member of the hazardous-duty plan? \*
  - ☐ No
  - ☐ Yes
- [Calculate my estimated cost](#) (blue button)

The footer contains the OPERS Oklahoma logo, a disclaimer link, a site map link, a contact OPERS link, and a copyright notice: Copyright © 2022 OPERS. All Rights Reserved. Website designed by myheartcreative.

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# Benefit Calculation Update

- Any member within 2 years of retirement eligibility
- Includes:
  - Final Average Salary
  - Benefit Amount
  - First Eligibility date, if not already eligible
- How long does it take?
- Benefit and Service Calculation (digital form)

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# Workday & OPERS

- Members need to initiate these processes with OPERS and not through Workday
    - Retirement
    - Vesting
    - Withdrawals
    - Address changes
    - Beneficiaries (after initial enrollment)
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# Withdrawal Process Changes

- Old way: Inconsistent directions, multiple mailings between OPERS and the member and untimely delivery of information.
  - New Process: Provides the member with consistent directions, front loaded with the information members need and fewer mailings back and forth.
  - The member experience is much easier and more straightforward
  - We have seen a lower rejection rate on withdrawal forms
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# Withdrawal Packet

- One packet with all forms
  - Packet also includes additional information like contribution statement, frequently asked questions and a checklist
  - Member must have all forms completed and turned in together
  - Text rewritten for clarity and ease of reading
  - Stop using the old forms!
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# Plan to plan transfers

- Allows Active Employees the option to transfer retirement plan assets between plans offered by the same employer, the State of Oklahoma
    - OPERS Defined Benefit 401(a) to Pathfinder 401(a) or SoonerSave 401(a)
    - Pathfinder 457 to SoonerSave 457 or Vice Versa
    - Pathfinder 401(a) to SoonerSave 401(a) or Vice Versa
  - Does not create a distributable event
  - Contact SoonerSave/Pathfinder local office to initiate process to move funds between those plans
  - Contact OPERS to initiate process to move OPERS funds to Pathfinder
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# Updates

What's new in the Retired Member Services department?

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# Your Role at Retirement

- Encourage your employees to attend an OPERS Pre-Retirement seminar when they are within two years of eligibility.
- Assist employees with the Retirement Application in order to meet the 60-day notice requirement.
  - You complete Preliminary Certification before the deadline
- Final Employer Certification
  - Online submission within 10 days after the retirement date

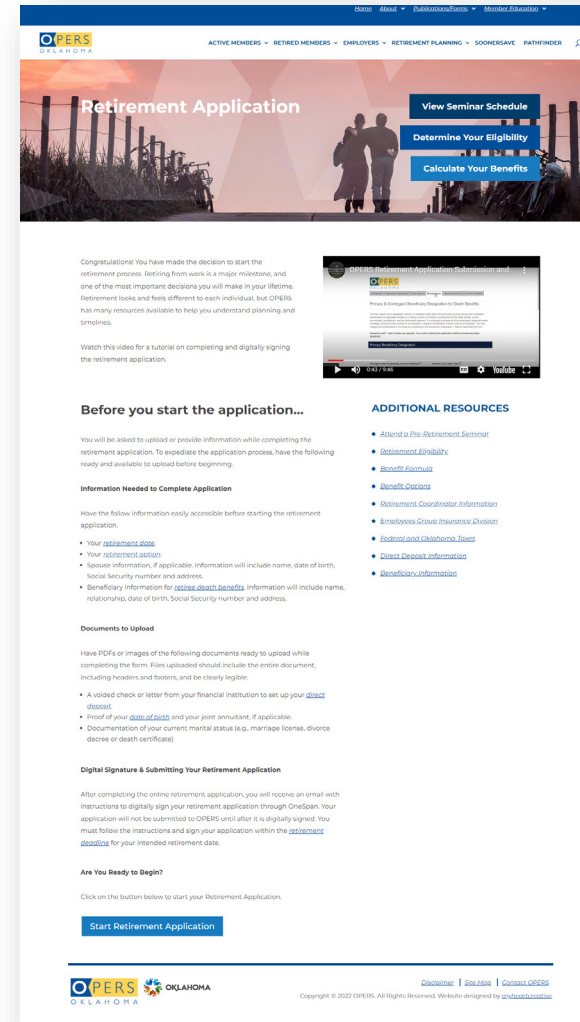
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# Digital Retirement Application

- Launching Soon
- Member must initiate retirement with OPERS (not through Workday)
- Training videos for members and retirement coordinators
- Retirement Coordinator will not receive a copy of Retirement Application
- Preliminary Certification request email will contain retirement date

# Application Landing Page

- Members access the application from the OPERS Forms page.
- The Retirement Application page has instructions on information and documents needed to complete the application.
- Video shows the entire process



[www.opers.ok.gov/retirement-application](http://www.opers.ok.gov/retirement-application)

# Retirement Application Introduction

- The application has six parts.
- Use the next button at the bottom right of each page to move on; or
- Use the six tabs at the top to quickly move to the desired section.
- Members can save their progress and return later to complete.

The screenshot shows the 'Introduction' page of the OPERS Oklahoma Retirement Application. At the top is the OPERS Oklahoma logo. Below it is a navigation bar with six tabs: 'Introduction' (active), 'Retirement Application', 'Direct Deposit', 'Beneficiaries', 'Upload Documents', and 'Review & Submit'. The main heading is 'Retirement Application'. A paragraph explains that the completed application must be received and approved by OPERS at least 60 days before the retirement date, and that applications will not be accepted more than six months before the retirement date. It also states that if a mistake is made, OPERS may reject the form and require a new one. Below this, a note says 'Questions with \* next to them are required. You cannot submit this application without answering these questions.' The form includes two sections of radio button options: 'Select your retirement system \*' with 'Oklahoma Public Employees Retirement System (OPERS)' and 'Uniform Retirement System for Justices and Judges (URSJJ)'; and 'Status \*' with 'Active' and 'Vested'. There is also a 'Type of Retirement \*' section with 'Normal Retirement' and 'Early Retirement (Reduced Benefits)'. Below these is an 'Intended Retirement Date \*' dropdown menu. A link provides the retirement deadline schedule: <https://www.opers.ok.gov/dates-and-deadlines/>. At the bottom are three buttons: 'Start', 'Save as Draft', and 'Next: Retirement Application'.

**OPERS**  
OKLAHOMA

Introduction Retirement Application Direct Deposit Beneficiaries Upload Documents Review & Submit

## Retirement Application

Your completed *Retirement Application* must be received and approved by OPERS at least 60 days before your retirement date. Applications will not be accepted more than six months before your retirement date. Read all the information provided before completing the application. If a mistake is made, OPERS may reject this form and require a new form to be completed to ensure the form is in accordance with your wishes.

Questions with \* next to them are required. You cannot submit this application without answering these questions.

**Select your retirement system \***

☐ Oklahoma Public Employees Retirement System (OPERS)  
☐ Uniform Retirement System for Justices and Judges (URSJJ)

**Status \***

☐ Active  
☐ Vested

**Type of Retirement \***

☐ Normal Retirement  
☐ Early Retirement (Reduced Benefits)

**Intended Retirement Date \***

The retirement deadline schedule can be found here: <https://www.opers.ok.gov/dates-and-deadlines/>

Start Next: Retirement Application Save as Draft



# Retirement Application

- Member enters personal and demographic information.
- The address must be verified to continue.

The screenshot shows the 'Retirement Application' page for the Oklahoma Public Employees Retirement System (PERS). The page has a header with the PERS logo and a navigation bar with links: Introduction, Retirement Application (active), Direct Deposit, Beneficiaries, Upload Documents, and Review & Submit. Below the navigation bar is a section titled 'Retirement Application' with a note: 'Questions with \* next to them are required. You cannot submit this application without answering these questions.'

The main form section is titled 'Member Information' and contains the following fields:

- First Name\***, **Middle Name**, and **Last Name\*** (text input fields).
- Date of Birth\*** (text input field with a calendar icon) and **Social Security Number\*** (text input field).
- Gender\*** (dropdown menu).
- Email Address\*** (text input field) with a note: 'Please provide a personal email address. Do not use your work email address.'
- Daytime Phone Number\*** (text input field) with an example: 'Example: 4058588738'.
- Alternate Phone Number** (text input field) with an example: 'Example: 4058588738'.
- Mailing Address\*** (text input field) with a note: 'Street Address'.
- Address Line 2** (text input field).
- City** (text input field) and **State** (dropdown menu) with 'Oklahoma' selected.
- Postal / Zip Code** (text input field) and **Country** (dropdown menu) with 'United States' selected.

At the bottom of the form is a **Verify Address** button and a note: 'Please verify this address.'

# Retirement Application

- Some parts, like Retirement Option, will only show options based on how previous questions were answered.

Marital Status\*

☒ Married ☐ Married, but separated ☐ Never married ☐ Widowed ☐ Divorced

Spouse Information

Spouse's First Name\*

Spouse's Middle Name

Spouse's Last Name\*

Spouse's Date of Birth\*

Spouse's Social Security Number\*

Spouse's Gender\*

Is the spouse's address the same as the member?\*

☐ Yes ☐ No

Retirement Option

To see the **Retirement Options**, please:

1) select a **Retirement System** in the **Introduction** tab,  
2) if necessary, answer **Are you an Elected Official?**,  
3) enter your **Date of Birth** in the **Member Information** section above,  
4) and select your **Marital Status**.

Previous: Introduction


Next: Direct Deposit Authorization

Save as Draft

# Retirement Application

## Direct Deposit

- The member can upload proof of account with the application, or mail it in separately



[Introduction](#) [Retirement Application](#) [Direct Deposit](#) [Beneficiaries](#) [Upload Documents](#) [Review & Submit](#)

### Direct Deposit Authorization

Oklahoma law requires all monthly benefit payments be made by direct deposit to an account in your name. Payments will not begin until this documentation is received from you.

To complete this section, you will need to upload proof of ownership of your bank account. Acceptable proof of account ownership includes:

- **For Checking Account:** A picture of a voided check. Your voided check must have your name pre-printed on the check.
- **For Savings Account:** A personalized document from your financial institution. The letter must contain the institution's routing number, your account number and your full name.

**NOTE: Temporary checks and deposit slips are not accepted.**

If you do not have access to a digital copy of your proof of ownership, simply answer "No" to the question below and proceed with submitting your retirement application. You will be asked to mail a Direct Deposit Authorization form if your application is accepted.

Do you wish to submit your Direct Deposit Authorization and upload proof of your account electronically with your retirement application? \*


☐ Yes ☐ No

[Previous: Retirement Application](#) [Next: Beneficiary Designation](#)

[Save as Draft](#)

# Retirement Application Beneficiary

- The member can name up to four primary and contingent beneficiaries.
- Members will still need to contact OPERS for a specific form to name a Funeral Home as beneficiary.




[Introduction](#) [Retirement Application](#) [Direct Deposit](#) [Beneficiaries](#) [Upload Documents](#) [Review & Submit](#)

## Primary & Contingent Beneficiary Designation for Death Benefits

This form allows you to designate a person or institution (other than a funeral home) as your primary and contingent beneficiaries for applicable benefits as a retired member of OPERS, including the \$5,000 death benefit, excess accumulated contributions, and the final benefit payment. It is important to include all of the information requested below, including a Social Security number for an individual or taxpayer identification number (TIN) for an institution. You may change your beneficiaries in the future by completing a new *Beneficiary Designation – Retiree Death Benefits* form.

Questions with \* next to them are required. You cannot submit this application without answering these questions.

### Primary Beneficiary Designation

Full legal name of person(s), trust or institution *	Address, City, State, Zip+4 *	
Relationship to Member *	Date of Birth 	Social Security Number (or TIN) *

[Add Another Primary Beneficiary \(Total of 4\)](#)

### Contingent Beneficiary Designation

*Will only receive benefits if all primary beneficiaries are deceased.*

# Retirement Application Upload Documents

- Members can upload proof of birth and marriage license.
- We will ask for these by mail, if they are not provided with the application.

The screenshot shows the 'Upload Documents' page of the OPERS Oklahoma Retirement Application. At the top is the OPERS OKLAHOMA logo. Below it is a navigation bar with tabs: Introduction, Retirement Application, Direct Deposit, Beneficiaries, Upload Documents (highlighted), and Review & Submit. The main heading is 'Upload Documents'. A paragraph states: 'This section allows you to upload documents that we need as part of your retirement application. If you have access to digital copies of your documents, please upload them here. Otherwise, you will receive a list of required documents that you will have to mail us.' There are two sections for document upload: 'Proof of Birth' with a link to 'A list of acceptable forms of Proof of Birth can be found on the OPERS website' and an 'Upload' button; and 'Marriage License' with a note 'Because you selected Married or Married, but Separated as your Marital Status' and an 'Upload' button. At the bottom, there are three buttons: 'Previous: Beneficiary Designation', 'Next: Review & Submit', and 'Save as Draft'.

**OPERS**  
OKLAHOMA

Introduction Retirement Application Direct Deposit Beneficiaries **Upload Documents** Review & Submit

## Upload Documents

This section allows you to upload documents that we need as part of your retirement application.

If you have access to digital copies of your documents, please upload them here. Otherwise, you will receive a list of required documents that you will have to mail us.

**Proof of Birth**

A list of acceptable forms of Proof of Birth can be found on the [OPERS website](#)

**Upload**

**Marriage License**

Because you selected *Married or Married, but Separated* as your Marital Status


**Upload**

**Previous: Beneficiary Designation** **Next: Review & Submit**

Save as Draft

# Retirement Application Review & Submit

- The member must review and acknowledge:
  - Retirement Date
  - Retirement Type
  - Retirement Options



IntroductionRetirement ApplicationDirect DepositBeneficiariesUpload DocumentsReview & Submit

## Review & Submit Your Application

**IMPORTANT:** Please go through all the tabs and review all the information you entered. Any errors in your submission could impact your retirement date.

Only proceed further once you have made sure all the information provided is accurate.

### Acknowledgement

Please read the following Acknowledgements carefully and select the checkbox next to each Acknowledgement item:

**Applicant's Name:**

**Intended Retirement Date:**

**Retirement Type:**

**Retirement System:**

**Retirement Option:**

# Retirement Application Review & Submit

The member must check boxes to:

- Certify the accuracy of information
- Acknowledge retirement type and benefit option cannot be changed after the retirement date
- Acknowledge the update to beneficiary designation
- Agree to an e-signature.

## Accuracy of Information, Selection of Retirement Type, and Selection of Retirement Option:\*

- ☐ I certify all information provided on this application is true and correct to the best of my knowledge. I understand the type of retirement, the type of retirement benefit, and the named joint annuitant, if applicable, cannot be changed on or after my effective retirement date (except upon notice of the death of the joint annuitant under Option A or Option B, in which case the benefit will change to the Maximum Benefit amount).

## Death Benefits Beneficiary Designation\*

- ☐ On this form, I have made my beneficiary designations for retired member death benefits from the Oklahoma Public Employees Retirement System. I have read the instructions and understand that this form supersedes and revokes all prior designations and will become effective only when it is received by the Oklahoma Public Employees Retirement System.

## Electronic Signature\*

- ☐ Please note that an e-signature is the electronic equivalent of an ink signature. Please complete all areas of the application. Your application is not complete without your e-signature. Your application must be signed before the deadline for your intended retirement date. By submitting this form, you are (a) agreeing to all of the statements in the Acknowledgement, above, and (b) agreeing to use an electronic signature to demonstrate your acceptance of the Acknowledgement. Your electronic signature is as legally binding as a handwritten signature.

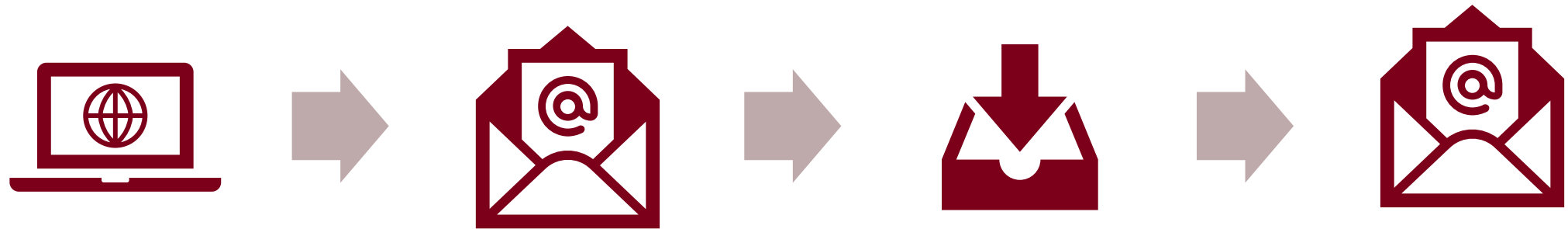
Once you have made sure all the information is correct, please press the **Submit** button below to start the signing process.

After submitting this form, you will receive an email with instructions to digitally sign your retirement application. **You must follow the instructions and sign your application within the retirement deadline for your intended retirement date.**

Submit

---

# Digital Retirement Process: Applying



Member completes  
online application

Member verifies  
signature

OPERS receives  
application


Member receives  
confirmation


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# Retirement Checklist

- Attached to the confirmation email
- Checklist of the remaining steps for the OPERS retirement process
- Includes relevant tips like contacting Social Security.

 **ESSENTIAL Retirement Checklist**



We know you have questions about retirement even after submitting your application. We are here to help. The checklist below guides you through the rest of the retirement journey. Our goal is to keep you informed about the retirement process by communicating with you at specific points. The good news is, if you don't hear from us in-between those times, your retirement application process is going smoothly.

COMPLETED	TIME FRAME	ACTION
	<b>RETIREMENT DECISION</b>	
	6 months to 60 days before	Submit Retirement Application.
		Create a retirement file for documents, copies of forms and OPERS communications.
		Have you submitted these documents? Proof of birth for member and survivor, and if applicable: marriage license, divorce decree or death certificate.
	<b>BEFORE RETIREMENT</b>	
	4 months	Contact Social Security regarding when to start benefits.
	3 months before age 65	Contact Medicare about your coverage options.
	60-30 days	Contact EGID about continuing insurance in retirement.
	45 days (could be earlier)	<b>COMMUNICATION FROM OPERS:</b> OPERS Acknowledgement Letter confirms retirement date and requests any outstanding forms or documents.
	45-30 days	Contact SoonerSave about setting up direct deposit.
	15 days	<b>COMMUNICATION FROM OPERS:</b> Preliminary Benefit Statement, information on returning to work and possibly information about Medicare Gap.
	<b>YOUR RETIREMENT DAY First day of the month</b>	
	<b>AFTER RETIREMENT</b>	
		Are you considering returning to work? Know the rules for working for your same employer or different employer.
	31 days	Eligible to withdraw SoonerSave funds.
	55 days	<b>COMMUNICATION FROM OPERS:</b> Final Benefit Statement contains gross monthly benefit, insurance and tax withholdings and net monthly benefit amount.
	2 months	Receive two benefit checks last working day of second month by direct deposit.
	January annually	Receive 1099-R for taxes from OPERS.
	Age 72	Receive required minimum distribution letter from SoonerSave.

**Resources**

More details online at [www.opers.ok.gov/checklist](http://www.opers.ok.gov/checklist) or by scanning this QR code with your smart device. Our website is also a great resource for forms and publications.

**Oklahoma Public Employees Retirement System** | [www.opers.ok.gov](http://www.opers.ok.gov) | (405) 858-6737 | (800) 733-9008

**SoonerSave** | [www.soonersave.com](http://www.soonersave.com) | (877) 538-3457

**Employees Group Insurance Division (EGID)** | [www.oges.ok.gov](http://www.oges.ok.gov) | (405) 717-8780

This publication, printed by CMES DCAI-Central Printing, is issued by the Oklahoma Public Employees Retirement System as authorized by the Executive Director. Five hundred copies have been prepared and distributed at a cost of \$280.00. Copies have been deposited with the Publication Clearinghouse of the Oklahoma Department of Libraries. 9/2022

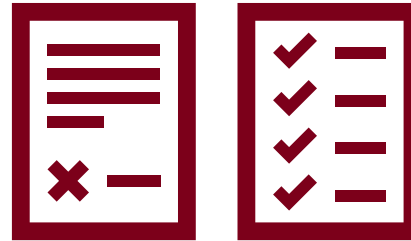
**Oklahoma Public Employees Retirement System**  
P.O. Box 53007 • Oklahoma City, OK 73152-3007  
1-800-733-9008 • [www.opers.ok.gov](http://www.opers.ok.gov)

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# Digital Retirement Process: Approval



OPERS approves  
application



- Acknowledgement Letter sent to member
- Ask for missing documents
- Spouse consent



Coordinator receives  
request for preliminary  
certification

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# Preliminary Retirement Certification

- Email notification will be sent to the same coordinators who receive the Final Certification email.
- Process will be the same as the current electronic Preliminary Certification process.

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# Digital Retirement Process: Additional Communications

Member receives at least one more email before retirement.



- Preliminary Benefit Statement
- Link to tax withholding form



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# Tax Withholding Changes (Retirees)

## **Federal tax**

- OPERS will now use the IRS Form W-4P
- Default is single with zero allowances
- Digital form is much easier to fill out. Less opportunities for mistakes

## **State tax**

- Will be on OPERS form
  - Default is married with three allowances
-

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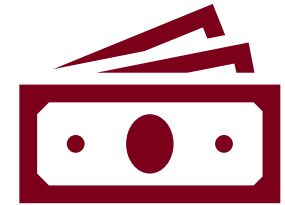
# Digital Retirement Process: Retirement



Retirement day



Coordinator  
receives  
request for final  
certification



Member  
receives first  
two benefits

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# Updates

What's new for the Member Experience Division

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# Member Experience Division



**Stephanie White**

Director of Member  
Experience



**Matthew Kesser**

Communications  
Manager



**Justin Kilgore**

Contact Center  
Manager

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# Member Experience

- Understand our members and retirement coordinators to provide improved service
- Membership survey
- Transactional surveys
- Journey mapping
- Focus groups
- Ticketing system



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# Coming soon...

- Member portal
  - Ticketing system
  - New pension administration system
  - Digital Withdrawal Form
-

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# Reminders...

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# Annual Statements

- Annual statements were mailed September 1st
- Includes:
  - OPERS Member ID
  - Primary beneficiary(ies)
  - Contribution rate and totals
  - Coordinator information

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**OPERS**  
OKLAHOMA

**Active Member Statement**  
As of June 30, 2022

We want your email address!

Active Member  
123 Sunny Lan  
Oklahoma City, OK 73112

Visit [www.opers.ok.gov/email](http://www.opers.ok.gov/email) to securely submit or update your personal email address. You will need to include your OPERS Member ID shown below.

OPERS is pleased to provide you with this member statement. One of the most important benefits you receive as a public employee is membership in OPERS. As a member, you receive a monthly, lifetime benefit when you meet the age and service requirements. We consider this defined benefit plan a partnership. You contribute a percentage each pay period and your employer also contributes on your behalf. However, these contributions have no direct relationship to the amount of your future retirement benefit. For more information about your benefit, see the back of this annual statement.

**Prepared For: Active Member**

Member ID: A12345678

Personal Email: Visit [www.opers.ok.gov/email](http://www.opers.ok.gov/email) to securely submit or update your personal email address.

Employer: 515 OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM

Retirement Coordinator: RETIREMENT COORDINATOR  
405-555-1212

**Beneficiary Information:** Maximum of three primary beneficiaries for your OPERS defined benefit plan are provided below. To update your beneficiary, complete the form available at [www.opers.ok.gov/forms](http://www.opers.ok.gov/forms) or by calling OPERS.

F BENEFICIARY  
S BENEFICIARY  
T BENEFICIARY

**Employee Contribution Rate:** 3.5 %

**Total Employee Contributions**  
Pre-Tax: \$1,954.00  
Post-Tax: \$0.00

**Explore Our Website**  
[www.opers.ok.gov](http://www.opers.ok.gov)

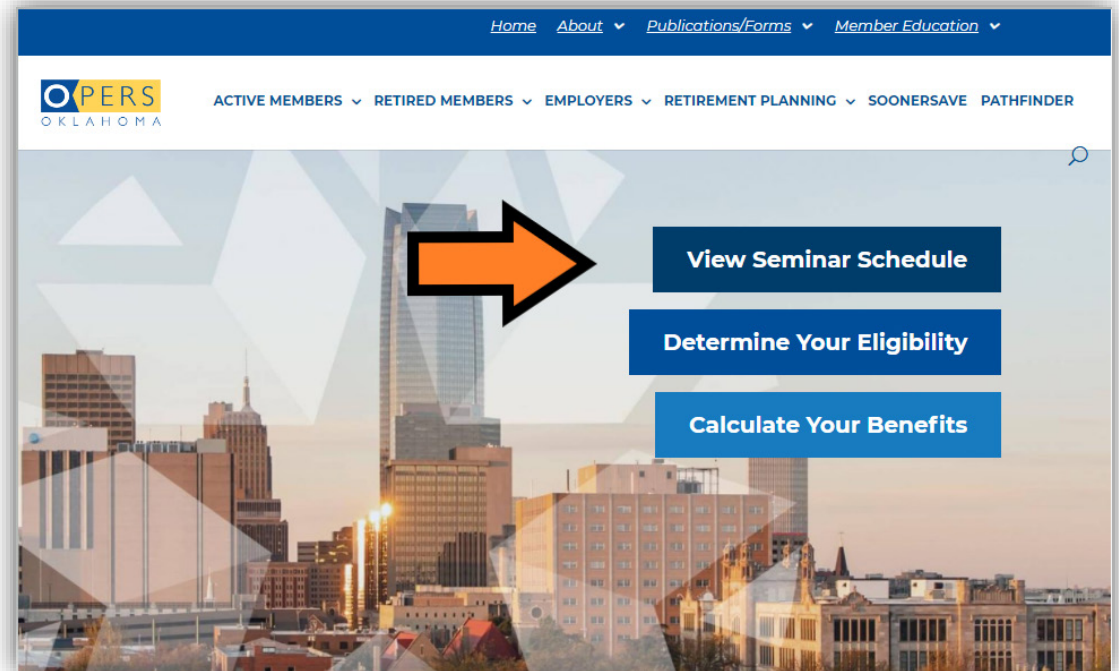
The OPERS website is full of information to assist in answering your questions about retirement. Explore the website to find:

- Forms to update your address, beneficiaries or to request information.
- An overview of the retirement process, including retirement dates and deadlines.
- Options at retirement and the benefit formula.
- Pre-Retirement Seminar schedule and online registration.
- Publications to keep you informed including newsletters, *EssentialOPERS*, and more.

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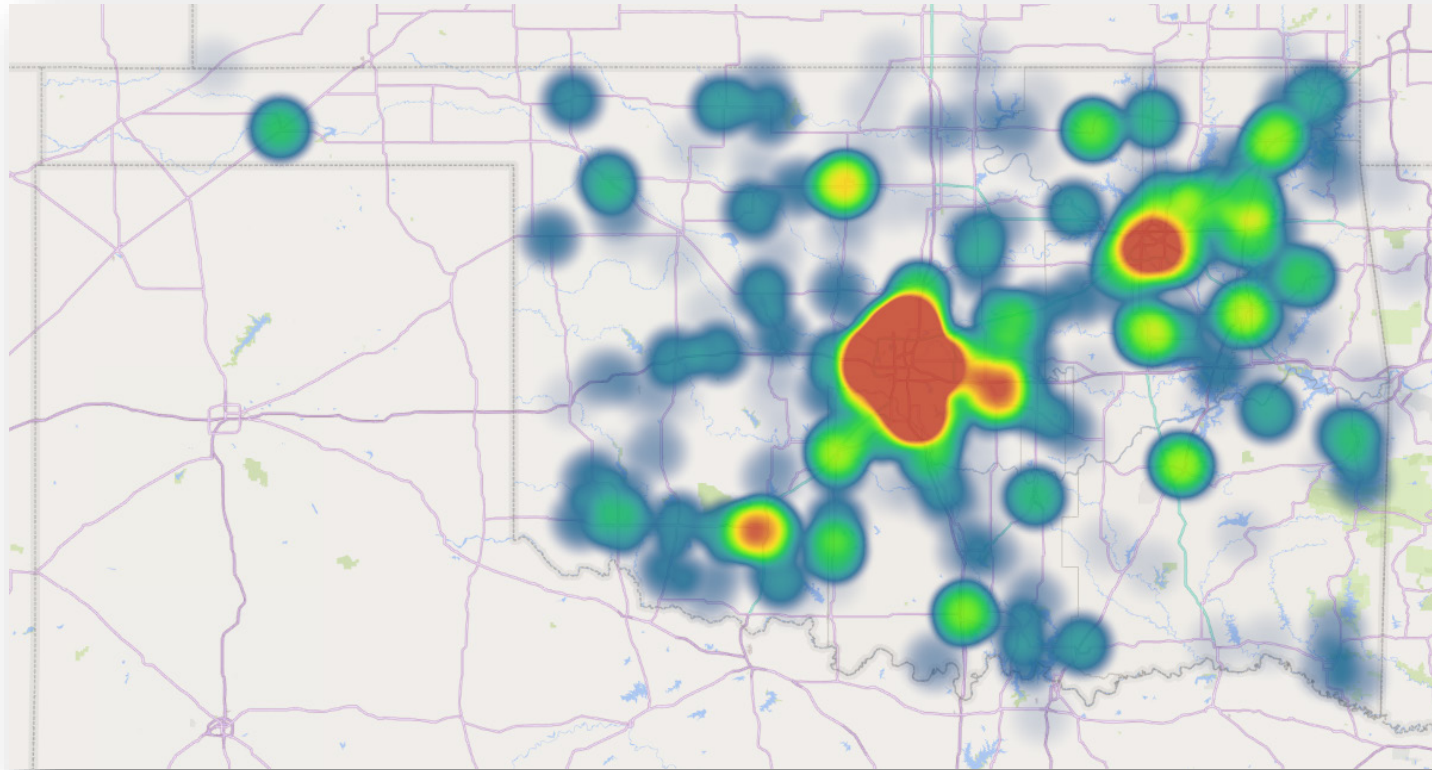
# Pre-Retirement Seminars & Webinars

- View schedule and register online
- Webinars:
  - Friday, October 14 at 9:30 a.m.
  - Tuesday, November 1 at 1:00 p.m.
  - Thursday, December 1 at 9:30 a.m.
- In-Person Seminars (OKC):
  - Tuesday, October 18 at 9:30 a.m.
  - Wednesday, November 9 at 1:00 p.m.
  - Thursday, December 15 at 9:30 a.m.



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# Webinars



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# Updating Coordinator Information

- Contact Matthew Kesser with coordinator changes.
    - mkesser@opers.ok.gov or (405) 858-6794
  - There are two forms to complete:
    - Employer and Retirement Coordinator Verification
      - Add/delete/update employer or coordinator information
    - Online User Enrollment
      - Add/delete/update access to the employer website.
      - <https://connect.opers.state.ok.us>
-

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# Coordinator Survey!!!

- Survey will pop up when you exit the Zoom meeting.
- Survey will be linked in an email sent after the training.





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# Questions & Answers



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# Thank you!

5400 N. Grand Blvd, Suite 400 | Oklahoma City , OK 73112-5625

P.O. Box 53007 | Oklahoma City, OK 73152-3007

(405) 858-6737 (local) | (800) 733-9008 (toll-free)



[www.opers.ok.gov](http://www.opers.ok.gov) | [www.okpathfinder.com](http://www.okpathfinder.com) | [www.soonersave.com](http://www.soonersave.com)

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