

Information/Checklist for Retiring Employees

- ___ If you are a participant in the Defined Benefit retirement plan, submit retirement application to the Office of Retirement Service (ORS) via [MI Account](#); information on what you will need to apply can be found [here](#). Information for employees in the Defined Contribution Plan is available on the [ORS website](#) Defined Contribution page.
- ___ If you are a participant in the Defined Benefit plan, ensure any desired service time purchases are paid prior to your departure date; purchases are not allowed following your separation. Tax Deferred Payment (TDP) forms and/or Rollover Forms are available from the [ORS website](#). If you wish to initiate a new purchase, you must contact [ORS](#) for a billing well in advance of your retirement date.
- ___ Notify your supervisor and the [LARA Office of Human Resources](#) (OHR) as soon as possible of your last day of work. OHR can also be reached at (517) 241-1196.
- ___ Sign and return to your bureau liaison the departure forms (CS-301 & C-636) which will be provided to you by your bureau liaison or supervisor.
- ___ Turn in ID/access card to your bureau liaison.
- ___ Return all state property (including keys) to your supervisor.
- ___ Update your outgoing telephone and e-mail messages to direct callers to new contact person.
- ___ Submit your time for final pay period.
- ___ Complete on-line [exit survey](#). (optional)
- ___ If you are currently enrolled in a Health Care or Dependent Care Flexible Spending Plan, contact the Employee Benefits Division at (800) 505-5011 one month prior to your departure to obtain information regarding options for use of funds.
- ___ If you are currently enrolled in the Benefits for Life Long Term Care Insurance Plan, Legal Plan, Auto and Home Insurance, Supplemental Term Life, AD&D, Universal Life, Critical Illness, or Accident Insurance and are having these benefits payroll deducted, we recommend that you contact Benefits for Life at (888) 825-8395 one month prior to your departure if you would like to continue coverage via direct payment of premiums. Defined Benefit retirees can also elect to have the Auto and Home Insurance and the Legal Plan deductions taken out of their pension payment, if desired. Failure to make payment arrangements may result in loss of coverage.
- ___ If you are currently enrolled in the MetLife Long Term Care Insurance Plan and wish to continue coverage after your retirement, call (800) 438-6388 prior to your departure to make arrangements for direct billing of premiums. Failure to make direct payments to MetLife will result in loss of all benefits under the plan.

- ___ If you are enrolled in a Qualified Parking Spending Account, you must seek reimbursement of any funds remaining in your account within one pay period of your departure date. Note that reimbursements can be made only for the period during which you were working and actively on the payroll.
- ___ Final leave payoffs will be on your last regular paycheck; banked leave (BLT) hours balances will be paid to your 401(k) account. Click here for information on payoff of [annual leave](#), [sick leave](#), [longevity](#), [BLT hours](#). (See Civil Service Rule 5-10.3 for information on BLT hours)
- ___ Current state-sponsored group insurance coverage will be extended for the remainder of the month in which you separate/retire.
- ___ Your MI HR self-service account will be inactivated 90 days after your separation date.
- ___ If your retirement is prompted by a personal illness or injury that prevents you from continuing work, you may be entitled to a Waiver of Premium on your life insurance. In the event of your death prior to age 65, this waiver would entitle your designated beneficiary(s) to receive a life insurance benefit in the amount in force on the day you became disabled, including any dependent life insurance in force at that time. To be eligible for this benefit, you must have been declared totally disabled by one of the following prior to your separation from state service: 1) The State's Long Term Disability Plan; 2) Social Security Disability; 3) Workers Compensation Insurance; or 4) The State's Duty or Non-Duty Disability Retirement Plan. You must also remain totally disabled until your death. It is recommended that you notify your life insurance beneficiary that it will be necessary for them to advise ORS at the time of your death that the waiver applies, so that appropriate measures are taken in regard to this enhanced benefit. Note that at age 65 your benefit will be reduced to 25% of the coverage in force on the day before you became disabled, and any dependent insurance will be reduced to the retiree dependents plan.
- ___ Contact your bureau liaison to see if there any additional bureau requirements.

The Office of Retirement Services (ORS) can be contacted at (800) 381-5111 or (517) 322-5103.

Note: Per [Civil Service Regulation 5.09](#), annual leave may not be used to extend employment; you must work your last scheduled work day. If a holiday falls on the last scheduled workday of the biweekly work period or on the last day of the month in which you are retiring, you are entitled to holiday pay for that day if you are in full pay status on the day immediately preceding the holiday.