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## Pre-Retirement Check List - CSRS and FERS

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For questions contact:  
 Extension Operations Office  
 K-State Research and Extension  
 785 / 532-5790

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Salary: \_\_\_\_\_

Age: \_\_\_\_\_

\_\_\_\_\_ Review requirements for retirement

	<u>Age</u>	<u>Years of Service</u>
<b>CSRS</b>	55	30
	60	20
	62	5
(Early)	50	20
	Any	25
<b>FERS</b>	62	5
	60	20
	55-57	30
(Early)	50	20
	Any	25

\_\_\_\_\_ Review criteria for selecting retirement date

\_\_\_\_\_ Send Extension Operations a copy of retirement letter that goes to Dept Head/Executive Board

\_\_\_\_\_ Review service computation date  
 Review beginning and ending dates of each period of service, including military.

\_\_\_\_\_ A photo copy of a marriage certificate will be required for retirement applicants who are married.

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## Pre-Retirement Check List - CSRS and FERS (cont.)

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- \_\_\_\_\_ Review estimated retirement annuity figures - including pay increases for highest 3 years.  
(Is current salary the highest salary?)

*The first three to six months "interim payments" will be for only 60 - 70% of the correct amount. When the Office of Personnel Management in Washington, D.C. completes review of retirement papers they will issue a "retroactive payment" for the difference in what was paid the first several months and what was actually due.*

*Federal income taxes will be deducted from the interim payment but health and life insurance premiums will not be deducted. The insurance premiums will be deducted from the retroactive payment. Health and life insurance coverage will continue even when premiums are not being deducted.*

- \_\_\_\_\_ Review taxation of the annuity. While no federal tax has been subtracted on the projection, the annuity will be subject to federal tax. There is no state tax for retirees who live in Kansas.

- \_\_\_\_\_ Review FERS Annuity Supplement, if applicable.  
(Subject to the Social Security earnings test.)  
The annuity supplement will not be included in the first 3-6 months while the retirement claim is being processed. Then it will be paid retroactively.

- \_\_\_\_\_ Review Cost of Living Adjustments (not available to FERS retirees under age 62)

- \_\_\_\_\_ Is there any post-1956 military time? If yes, may want to pay a deposit to prevent the annuity from being reduced at age 62. Under FERS, post-1956 military service can't be used to meet the service requirement unless the military deposit is made before retirement.

- \_\_\_\_\_ If there is military service time, is there a legible copy of discharge papers (DD 214)?

- \_\_\_\_\_ Has there been a refund of retirement contributions for prior years of federal service?  
If yes, may want to pay back.

- \_\_\_\_\_ Check with Social Security Administration Office on eligibility for benefits.

- \_\_\_\_\_ Review options for withdrawal of the Thrift Savings Plan, if eligible.  
It may be up to 4 months before TSP payments are available. They are not retroactive to the date of retirement.

- \_\_\_\_\_ Review Federal Employee Health Benefits  
As a retiree will be able to enroll in federal dental and vision insurance.

- \_\_\_\_\_ Review KAN-ELECT

- \_\_\_\_\_ Review Federal Employees Group Life Insurance options.

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## Estimated Payout for Retirees of Sick Leave and Annual Leave

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For retirees, a supplemental payment will be issued, by Kansas State University, after the last pay period for annual leave remaining, up to a maximum of 30 days (240 hours), and sick leave according to the following table:

<b>Length of Service</b>	<b>Sick Leave Balance</b>	<b>Payout</b>
8 - 14 years	800 hours or more	240 hours (30 days)
15 - 24 years	1,000 hours or more	360 hours (45 days)
25 years or more	1,200 hours or more	480 hours (60 days)

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### To Figure Payout Amount\*\*

Actual payout amount is equal to the total leave hours times the hourly salary.

Sick Leave payout from the table:	
Annual Leave Hours:	
Total Leave:	0
Hourly Salary*:	
Total Leave Hours x Hourly Salary:	

\*Hourly Salary = Annual Salary / 2,080 hours: \_\_\_\_\_

\_\_\_\_\_ / 2,080 = \_\_\_\_\_

\*\*Actual payout will be based on sick leave and annual leave as of last pay period. The leave payout will be subject to state and federal tax and Medicare. FERS employees will pay social security, CSRS employees will not.