



Retirement Process Information

The Office of Pensions has received numerous calls from employees that have been told by their Human Resources office to notify our office of their intent to retire and to request one on one counseling sessions. Please refer to the following for your response and other important information:

- Do you have an employee that is ready to retire? The retirement process is initiated once the Organization's Human Resources office submits the electronic Pen-App via PeopleSoft (CRIS). The employee does not need to notify the Office of Pensions, since the electronic Pen-App serves as our notification.
- It is very important that the Human Resources offices review Pen-App's daily for outstanding files. If a Pen-App has been initiated but not submitted, please submit or clear. If the service has been accepted, it is the Human Resources offices responsibility to print the Pension Application for signatures, click the Sign button and submit to the Office of Pensions along with the required personal and payroll documents.
 - If the signed Pension Application is not being returned by the employee, send a final request via Certified Mail, Return Receipt Requested. Upon return of the Return Receipt, forward to our office along with the pension application signed off by the organization on the first page for further follow-up.
- The Office of Pensions is unable to provide one on one retirement counseling sessions; however, we offer Pre-Retirement Workshops in all three counties throughout the year in the evening, daytime and summer to accommodate a variety of work schedules. Please visit our website at www.delawarepensions.com for upcoming workshops, information on retirement counseling and a Pension Calculator.
- 2015 Comprehensive Active Annual Statements will be mailed the end of February to active employees. This is a valuable retirement resource that provides employees with their total pension creditable service and, upon meeting vesting requirements, gives an estimated monthly pension benefit. Dependent and Beneficiary information should be thoroughly reviewed by the employee to make sure benefits are assigned appropriately.

Please ensure you have all newly hired employees complete a Members Actuarial Information form (Form P-1) and submit to the Office of Pensions. This form provides our office with important information about the employee. This form also allows the employee to designate beneficiaries for payment of pension contributions if no survivor's pension is payable.

If you have any further questions, please contact our office at 739-4208.