

Civilian Retirement Timeline

Step 1	Request pension estimate of target retirement date	6 – 9 months prior
Step 2	Make an appointment to sign paperwork and review benefits	4 weeks prior
Step 3	Retirement notice will go out to departments	Week of meeting
Step 4	Make arrangements to defer leave payoffs, consultation with your tax preparer, review impact of benefit changes to family. Notify Payroll of arrangements you have made.	Prior to retirement date
Step 5	Get approval of pension from COERS Board	3 rd Wednesday, monthly
Final Step	Begin receiving monthly pension benefit	End of each month

