



PERS Retirement Checklist

This checklist outlines key actions and timelines to guide you through the retirement process, from notifying your supervisor to finalizing benefits decisions. Please note that details related to each step can be found on the [Retirement FAQ](#). Any questions can be directed to benefits@kean.edu.

	Step	Due Date
<input type="checkbox"/>	Register or login to the Member Benefits Online System (MBOS)	3-6 months before retirement date*
<input type="checkbox"/>	Generate a PERS Retirement Estimate on MBOS and review your pension options	3-6 months before retirement date*
<input type="checkbox"/>	Submit a formal notice of retirement with your retirement date to your supervisor, with a copy to Human Resources	3-6 months before retirement date*
<input type="checkbox"/>	Complete PERS Retirement Application on MBOS	3-6 months before retirement date*
<input type="checkbox"/>	Consider retiree health coverage options. Information is available in the Retirement FAQ	Approx 3 months before retirement date
<input type="checkbox"/>	Obtain a retiree health cost estimate from the Division of Pensions and Benefits (609-292-7524). You may also use the worksheet to estimate costs.	Approx 3 months before retirement date
<input type="checkbox"/>	If Medicare-eligible, and applying for retiree health, enroll in Medicare A and B coverage (effective as of 1 of the month following your date of retirement. If you have a July 1 retirement, enroll in Medicare A and B effective as of August 1.)	At least 3 months before retirement date
<input type="checkbox"/>	If enrolling in state retiree health, enter Medicare number and effective dates for Medicare A and B in Benefitsolver.	Approx 1 month before retirement date
<input type="checkbox"/>	Select retiree health plans in Benefitsolver.	Approx 1 month before retirement date

*Recommended