PERS Service Retirement

Six-Month Timeline

Last day of employment: **last day of a month** | PERS benefits begin: **1st of the next month**

SCHEDULE YOUR RETIREMENT MEETING

Pat Robinson Retirement Coordinator, HRM Benefits
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TIMELINE

When	Action	Who
6 months before	Submit a signed and dated retirement letter to the department with name and MSU ID, stating: “I, [name], am retiring with an effective date of [last day of employment].”	Employee
6 months before	Schedule the retirement meeting with Pat Robinson; receive the Retiree Benefits Information Sheet showing retiree premiums	Employee, HRM Benefits
3 to 6 months before	Complete Form 9A sections 1 to 4 and upload it to the HRM drop box. HRM certifies employment dates, salary, and leave and sends it to PERS, which must receive it by the last day of employment	Employee, HRM
Before last day	Complete any service credit purchase; file Form 16 if eligible	Employee, PERS
1 to 3 months before	PERS mails the audited Estimate of Benefits and Phase 2 forms (allow several weeks). Choose a retirement option and PLSO if eligible, then return Forms 9S, 9P, PLSO, and proof of age, plus copies of beneficiaries’ birth certificates and Social Security cards	PERS, Employee
31+ days before	Submit the State Health Plan Application for Coverage to HRM; decide whether to continue Unum term life	Employee
Final month	Complete the Separating Checklist; confirm all leave is entered in Banner through the last day; update mailing address with HRM and PERS	Employee, department
By last day	**Deadline:** Unum application and first premium; retiree health application	Employee
Last day of employment	**Last day of employment; active insurance ends**	Employee
1st of next month	**PERS effective date; retiree health coverage begins**	PERS, BCBSMS
First payday after last day	Final paycheck on the first regular payday; first retiree health premium paid by check to DFA with the HRM voucher	MSU payroll, Employee
1 to 2 pay cycles after last day	Leave payout direct deposited to the same account as the paycheck, once the department confirms all leave has been entered	MSU payroll
After Phase 2 forms are processed	First PERS payment arrives as a paper check (retroactive to the effective date if late). After that, direct deposit on the first banking day of each month, with insurance premiums deducted	PERS
Within 90 days after effective date	**Deadline:** Phase 2 forms received by PERS, or the application is void	Employee
About 6 months after first payment	PERS audits final salary and leave and recalculates the benefit	PERS
Following January	First Form 1099-R mailed by PERS	PERS
After one full fiscal year	First COLA eligibility after one full fiscal year (July 1 to June 30) of benefits; paid about December 15 unless monthly COLA was elected	PERS

Key dates are shown in bold. Firm deadlines are labeled Deadline and cannot be extended.

GOOD TO KNOW

- **Leave:** Up to 240 hours of personal leave is paid at the final rate; the rest, plus medical leave, becomes service credit.
- **Health insurance:** To be eligible to enroll in retiree coverage, you must be enrolled in the State Health Plan the day before retirement and have been an active member with the Plan for at least four years preceding retirement (Miss. Code Ann. § 25-15-9). Starts at $628 per month in 2027, dropping to $266 at Medicare. Coverage dropped can never be reinstated.
- **Returning to work:** Requires a 30-day separation and no prearranged agreement.

General summary of PERS service retirement provisions. Applicable law, PERS Board regulations, and plan documents govern.