

RETIREMENT CHECKLIST

✓ **Contact NYS ERS/TRS**

- Confirm Years of Service in NYS ERS/TRS
- Obtain Retirement Estimate
- Attend Retirement Seminars
- Complete Retirement Application

ERS- 1-866-805-0990; (518) 474-7736 or www.osc.state.ny.us

TRS- 1-800-348-7298 or www.nystrs.org

✓ **Contact District Payroll Department**

- Confirm Years of Service with District for insurance purposes

Mollie Smith - smitmoll@shenet.org

✓ **Contact District Employee Benefits Department**

- Confirm Health Insurance coverage and premiums

Susan Tocco - toccusa@shenet.org

✓ **Notify District Human Resources Department**

- Submit retirement notice to the Assistant Superintendent of Human Resources with a copy to your supervisor. This notice must contain your name, current contact information, building location and position, and your last day of work (day before retirement date).

Jill Bush-bushjill@shenet.org

Jennifer L. Cornell - cornjenn@shenet.org

✓ **Notify District Human Resources and/or Payroll Department**

- It is important to maintain an up to date mailing address with the District for tax purposes, etc. Therefore, in the event that you move, please notify the Office of Human Resources and/or Payroll Departments as soon as possible.