One Month Before Retirement

- Submit your resignation letter to your supervisor. Your letter should include the effective date of your resignation, which is the last day you plan to work or be paid by using accrued leave. Discuss with your supervisor your preferences about retirement recognition and any communication (s)he might send regarding your retirement. (Note: As of January 2008, NDE HR sends e-mails to all staff regarding employees joining and departing NDE. For retirements, HR’s note will read, “___________ is leaving the Department after __ years of service. We wish him/her well. After his/her departure, please contact ______________ for assistance.”)
- Confirm beneficiary designations for:
  - State retirement plan proceeds
  - IRAs
- Meet with HR to discuss issues such as:
  - Benefits ending date;
  - Final payouts for unused sick leave (if 55 or older) and vacation leave;
  - Deferring payout compensation to the extent allowable; and
  - Continuation of Flex deductions (if applicable).
- Submit Flex claims
- Submit an employee reimbursement document for any reimbursement due you.
- Review and update your job description.
- Note e-mail addresses, personal notations on your electronic calendar, and other information that you wish to take with you. Computer access will be terminated as of the last day of employment.
- Meet with your supervisor to:
  - Make arrangements to transfer electronic files to co-workers by using a shared team directory, e-mailing the files as attachments, or burning them on a CD, so that access to your desktop computer will not be necessary;
  - Discuss any recommended changes in your job description;
  - Discuss the succession/knowledge transfer materials you have been amassing over the past eleven months.
  - Provide your computer and voicemail passwords, if applicable.