

# Murray State Retirement Process Human Resources

## All Retirees:

1. Determine your retirement effective date
  - a) Must be the 1<sup>st</sup> of a month (ex. July 1, 2018).
  - b) You cannot be paid for any work after your retirement date.
  - c) All leaves and regular pay must occur prior to your retirement effective date
2. Notify your department in writing that you are retiring from Murray State.
  - a) Be sure to include your retirement date in the letter
  - b) Work with your department for the process to use all remaining vacation leave and to determine your last day worked.
3. Notify Human Resources of your retirement plan. Masie Clark, Assistant Director of Benefits, will assist in the retirement process. In order to process the employer portion of the retirement application, a copy of your retirement letter to your department is needed (acknowledged, stamped or initialed by the department).
  - [mclark23@murraystate.edu](mailto:mclark23@murraystate.edu)
  - 2708092158 or 2158 on campus

\* Please note – None of the retirement systems notify Human Resources you are planning to retire. It is your responsibility to contact your department and Human Resources to complete the process.

## Human Resource's Recommendations:

Start the retirement process at least two months in advance.

- This allows plenty of time to complete paperwork and application

# *Kentucky Retirement System* [KERS](#)

Step 1–

