

# RETIREMENT READINESS

## *GUIDELINE TO PREPARE FOR RETIREMENT*

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### 1. CONTACT PSERS

- Go to [www.psers.pa.gov](http://www.psers.pa.gov).

Click on “Leaving Employment” reference the Exit Interview Tile for information that will assist you in this process.

Click on the “Nearing Retirement” tile. Scroll down to “Additional pre-retirement information is available at:” and click on Countdown to Retirement (Checklist).

- Within **12 months prior** to your retirement date, call PSERS and request a Retirement Estimate and an Exit Interview to receive your qualified retirement date.
- Review the [PSERS Foundations for Your Future Presentation](#).
- Southwest Regional Office  
300 Cedar Ridge Drive, Suite 301, Pittsburgh, PA 15205  
Monday through Friday: 8:30 am – 5:00 pm  
412-920-2014 or Toll-free 1-888-773-7748

### 2. NOTIFY SUPERVISOR AND HR DEPARTMENT

- Check your Collective Bargaining Unit (CBA) for resignation notification requirements.
- Letter of Intent, send to your Supervisor and the Human Resources Department at [nahr@northalleggheny.org](mailto:nahr@northalleggheny.org) with an effective date.
- Health Benefits, call our Benefits Manager, Katie Goehring, at [kgoehring@northalleggheny.org](mailto:kgoehring@northalleggheny.org) or 412-369-5546, Ext. 51115.
- Retirement process questions, contact HR Specialist, Nikki McDonnell, at [nmcdonnell@northalleggheny.org](mailto:nmcdonnell@northalleggheny.org) or 412-369-5563, Ext. 51112.

### 3. TURN IN ISSUED EQUIPMENT

- Return District equipment to Technology Services by contacting the Service Desk.
- Technology Services Desk  
Monday through Friday: 6:30 am – 4:00 pm  
412-369-5849, Ext 51500  
[servicedesk@northalleggheny.org](mailto:servicedesk@northalleggheny.org).
- Return your Identification Badge to Human Resources Specialist, Amber Besonson, at [abesonsen@northalleggheny.org](mailto:abesonsen@northalleggheny.org) or 412-369-5437. Ext 51108.