



City of Phoenix Employees' Retirement System Planning for Retirement



Are you ready?

It's never too early to start planning. Retirement staff often hear members say that they wish they had started planning sooner. The Retirement Office offers a class through eChris called "Understanding Your Pension". You can take this class at any point in your career to help you acquire important information to better prepare you for retirement. All three retirement tiers are discussed, and the class offers interactive practical exercises for the calculation of vacation and sick leave, which can impact the calculation of your final average salary.

Three to Five Years from Retirement

Nationwide offers a course to employees who are three to five years from retiring. This class offers information provided by Nationwide, Social Security, City of Phoenix Benefits, and the Retirement Office. This is a great class, filled with valuable information to help you understand what retirement will look like for you. You can sign up for this class through the Nationwide site at <https://phoenixdcp.com>, then click on the "Register for an Upcoming Workshop" link.

One to Two Years from Retirement

Schedule a meeting with Retirement staff to run estimates for your optimal retirement date, provide an estimate of your monthly pension payments, and provide a list of the required documents to process your retirement. You can start using the eChris estimator when you are within three years of retiring.

Nationwide also offers a class for employees who are one to two years from retirement. You can sign up for this class through the Nationwide site at <https://phoenixdcp.com>, then click on the "Register for an Upcoming Workshop" link.

30 to 60 days from Retirement

Schedule an appointment with Retirement staff to sign all your retirement paperwork and present all required documents. Timing is crucial and depends on your retirement eligibility (see A.R. 2.441(A)). The next steps are to meet with the City of Phoenix Benefits office (602-262-4777) to discuss insurance options and meet with Nationwide (602-266-2733) for information regarding any funds held through them. Finally, you will meet with your department Human Resources representative within a few days after meeting with the Retirement Office to review final pays, leave balances, etc.

Final day of work

Your Human Resources representative will have any final checks prepared for you to pick-up before you leave on the last day of your employment.

Start the next chapter of your LIFE!

Stay active, volunteer, and enjoy a long and rewarding retirement.