

# 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, 2023).
  - b) You cannot perform any work after your retirement date

*Kentucky Public Pensions Authority (KPPA):*  
*Kentucky Retirement System (KERS) is a part of the KPPA system*

**Step 1 – KPPA Online Application**

- Access KPPA's website for guidance on completing your application by clicking on [Managing Your Retirement Account](#).
- We highly recommend you complete the application through the [employee self-service portal through KPPA](#). This is the preferred method of KPPA and will greatly expedite the process.
- You must initiate the retirement process with KPPA.
- KPPA will require supporting documentation:
  - x Completed application
  - x Copy of your driver's license
  - x Copy of your beneficiary's driver's license
- After completion of the process through the employee self-service portal, contact Human Resources to alert us to complete our part of the application process.
- Process for Murray State is complete.

**Step 2 – KPPA Packet**

- KPPA will mail you a packet after they receive the completed application. You will need to complete the forms and return to KPPA in order to complete your retirement process.
- The packet normally contains your options for how you would like to draw your benefit and your health insurance form. If a notary is required, and you do not have access to one, contact Human Resources for assistance.
- KPPA will **not** contact Human Resources for any of the information in this packet. It is **your responsibility** to return everything requested by the deadline noted.

*Teachers' Retirement System (TRS)*

- Access TRS's website for guidance on completing your application by clicking on [Completing Your TRS Service Retirement Application](#).
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