



Thank you for your service to the Office of Management and Enterprise Services. We wish you success in your future endeavors. Please review the following exit information.

- As part of the offboarding process, HR would like to schedule an exit interview with you. OMES may send an Exit Survey to your personal email address after your separation of employment. Your participation in this survey is encouraged and appreciated.
- All time must be entered into your timesheet before the close of business on your last day.
- You will receive two emails from Workday@OK to your personal email address with your login information to access pay slips through this portal.
- If transferring to another state agency, please notify Payroll.Service@omes.ok.gov or a member of HR immediately regarding any annual leave you are transferring to your new agency.
- You will be paid out for the balance of your accumulated annual leave up to the maximum allowable limits no later than the pay period following your final paycheck. Please review the [pay schedule](#) to determine your final paycheck.
 - Less than five years of service = maximum allowable payout of 240 hours.
 - Five years or more of service = maximum allowable payout of 480 hours.
 - Suppose you are a SoonerSave member and are separating from state employment. In that case, you may elect to boost your retirement savings while deferring taxes by deferring a portion or all your accrued annual leave that would be paid to you when you end employment. Please complete the [Special Deferral from Accumulated Annual Leave Payment](#) form and return it to HR.
- You may voluntarily donate all or a portion of your annual or sick leave balances to the Leave of Last Resort Bank. If you choose to donate, you will receive no monetary compensation for the donation, and any donations cannot be applied as a possible credit for years of service under your respective retirement system or reinstated if you are re-employed with the state within two years of your separation. If you would like to donate, please complete the [HCM-33C Leave Bank Form](#).
- Your insurance coverage will remain effective through the last day of the month your employment terminates.
 - Should you wish to continue your insurance coverage at your own cost, COBRA paperwork will be mailed to your personal mailing address. For more information regarding COBRA, please visit [EGID](#).
 - If you are eligible to vest, you may continue your insurance coverage at your own cost by completing the [Vested Insurance Coverage Application](#).
 - If you would like a copy of your HIPAA Certificate of Group Health Plan Coverage for you or your covered dependents, please contact your benefits partner.
- Should your employment terminate before your longevity date, you will *not* receive a longevity payment.
 - Exception: OPERS retirees receive a prorated longevity payment on the payroll following your final paycheck with earnings.
 - If you resign before retirement, you are not eligible for prorated longevity.
- Please complete and sign the [OMES Clearance Form](#) and return all property, including ID badge, keys, mobile devices, laptop, business cards, etc., to your supervisor by your final working day.
- If you are a current SoonerSave member, please contact SoonerSave at toll-free 800-733-9008 for

information regarding your withdrawal options.

OPERS information

- Read the [Essentials of Leaving Employment](#) handout from OPERS.
- If you are retiring, you should have already completed the necessary OPERS Application for Retirement. Please continue to work with OPERS to complete any remaining outstanding paperwork.
 - OPERS will need the following documents (if applicable). You may begin gathering these documents and forms early to help ensure a smooth transition into retirement:
 - Birth Certificate(s) or valid driver's license.
 - Marriage license.
 - Divorce decree.
 - Certified death certificate.
 - [OPERS Retiree Designation of Beneficiary Form](#).
 - [Withholding Preference Certificate](#).
 - OPERS direct deposit form – please call the OPERS office at 405-858-6737 or toll-free 800-733-9008 to request the form.
- If you are *not* transferring to another OPERS-participating agency, you may either leave your contributions in the OPERS system or select one of the following options:

Withdrawal

If you withdraw your share of accumulated contributions you will lose all service credit, including prior service credit, earned up to the withdrawal date and will no longer be considered an OPERS member. There is a mandatory four-month waiting period. You may not be re-employed by an OPERS employer within four calendar months from the termination date. To request a withdrawal packet, please contact the OPERS main phone number at toll-free 800-733-9008.

Vesting

You may be eligible to vest if you have completed at least eight years of credited service. This means you are eligible to elect the right to receive a future retirement benefit when you become eligible for normal or early retirement. Of the eight years needed, at least six of those years must be full-time equivalent employment with a participating OPERS employer. You will need to complete the [OPERS Vesting Form](#) and the [Vested Insurance Coverage Application](#).

Pathfinder information

When you leave employment, you are only eligible to receive the vested funds based on your years of service (20% for each year). Upon separation, you may leave your balance in Pathfinder and continue to have full access to maintain your accounts. Plus, any growth will continue to be tax-deferred. You are not required to take a distribution from Pathfinder until after April 1 of the year following the year you reach age 70½ or terminate service. When you do decide to take a distribution from Pathfinder, you may structure distributions as follows:

- Lump-sum or partial payment.
- Periodic payments.
- A rollover into a governmental 457, 401(k), 401(a) or 403(b) plan or an IRA4,6.

401(a) Distribution Form 457(b) Distribution Form

For additional information, please call 405-858-6737 or toll-free 800-733-9008.

Employment resources

- [2-1-1 Oklahoma.](#)
- [Oklahoma Job Link.](#)
- [OK Job Match.](#)
- [Job Search.](#)
- [RecruitMilitary.com.](#)
- [Job Search Workshops.](#)
- [Career Resources.](#)
- [Labor Market Statistics.](#)
- [Unemployment Benefits.](#)
- [Veterans' Services.](#)
- [Job Fairs.](#)

Retiree information

- OPERS retirees receive a prorated longevity payment on the payroll following your final paycheck with earnings. **If you resign before retirement, you are not eligible for prorated longevity.**
- Your insurance coverage will remain effective through the last day of the month your employment terminates.
 - If you intend to continue your insurance coverage with the state, you will need to complete the [Application for Retiree/Vested Insurance Coverage form.](#)
 - You will receive a COBRA packet in the mail. **Do NOT complete this packet if you elect to continue your insurance as a retiree.**
 - If you would like a copy of your HIPAA Certificate of Group Health Plan Coverage for you or your covered dependents, please contact your benefits partner.
- Please complete and sign the [OMES Clearance Form](#) in the link below and return all property, including ID badge, keys, mobile devices, laptop, business cards, etc., to your supervisor by your final working day.
- If you are a current SoonerSave member, please contact SoonerSave at 800-733-9008 for information regarding your withdrawal options.
 - If you wish to receive distribution of your SoonerSave funds along with your retirement benefit, you must complete all required documentation 30 days before your retirement date.

You are not required to take a distribution from SoonerSave until after April 1 of the year following the year you reach age 70½ or, if older than 70½, when you terminate service.