Retirement Process

Employee decides he/she wants to retire

Insurance & Benefits Department

Public Employees Retirement Association

Employee finds Retirement Process on designated website.

Employee contacts HR Coordinator for guidance and is directed to the website.

Employee calls I&B and states he/she wants to retire

Employee calls PERA and states he/she wants to retire

Employee is asked if PERA has been contacted.

NO?

Employee is directed by I&B to contact PERA

YES?

Is Retirement Date within 6 months?

Employee Is Directed to Fill Out Application

NO?

YES?

Is Employee Interested In Early Retirement?

YES?

Application Is Stamped And Approved by PERA.

Employee Receives a Letter with Date of Retirement or Estimated Date of Retirement

Appointment is set with I&B Specialist at the tine I&B is contacted by employee

NO?

Early Retirement Date is Calculated Using Sick and/or Vacation Leave Balance at the time of appointment with I&B

Employee is directed to contact the I&B Division with the City of Albuquerque

Dates Are Finalized and Paperwork Distributed Accordingly by I&B Specialist