Retirement/Resignation Form

Employee Responsibility:

1. Complete Retirement/Resignation form and submit it to your departmental manager.
2. Recommended: Submit a resignation letter to your departmental manager or the HR office.
3. Schedule an appointment with CalSTRS (calstrs.com) or CalPERS (calpers.ca.gov) regarding retirement benefits.
4. Contact the Benefits office (benefits@peralta.edu) if you require information regarding health coverage after separation.
5. Complete the Peralta Exit Interview Survey.
6. Return all District property before last working day.

Departmental Manager/College Responsibility:

1. Generate a termination e-form via HCM Manager Self-Service (https://hcm.peralta.edu)
2. Attach the original copy of the Retirement/Resignation form

Additional resource:

Link to guide on HCM Terminate Employee: Terminate Employee: Peoplesoft 9.2 Training

Personal Information:

First Name	**Middle Initial**	**Last Name**	**Employee ID #**
Street		**City**	**State**	**Zip Code**
Phone #		**Email**	

Job Information:

Date of Hire:_____   Location:_____   Position/Title:_____

Check one: Management ☐   Classified ☐   Full-time Faculty ☐   Part-time Faculty ☐

Check Reason for Resignation/Retirement:

Service Retirement (CalSTRS or CalPERS): ☐   Service Retirement (Peralta District): ☐

Disability Retirement: ☐   Resignation/Other: ☐

Resignation/Retirement Date (day **after** the last day in paid status):		Last day in paid status (day **before** resignation/retirement date):	

Required ONLY for CalSTRS Retirement (*check box below or leave it blank if not retiring from CalSTRS*):
_____I certify that the retirement date listed above matches the retirement date I submitted to CalSTRS.

Employee's Signature:		Date Signed:	
Supervisor's Name/Signature:		Date Signed:	

For Human Resources/Benefits Department Use Only:

Director of Human Resources:_____   Date: _____