

TIMELINE FOR RETIREMENT PLANNING

ANNUAL & HOLIDAY LEAVE ROLLOVER PROCESS

1 1 MONTH BEFORE RETIREMENT

Employees not currently enrolled in the SRA should start a new SRA deduction and submit another SRA form with the annual leave amount 2 weeks prior to their retirement date



2 2 WEEKS BEFORE RETIREMENT

Employees should contact their HR Payroll Representatives to solicit their estimated pay out amount.

HR Payroll Representatives should provide the exact pay check date that the annual and holiday leave will be paid out.

3 FORM COMPLETION

Employees currently enrolled in the SRA should complete a change form with the annual leave amounts received from HR Payroll Representative.

[Find your form here](#)



4 FORM SUBMISSION

SRA Fidelity or TIAA

Employee should submit the completed SRA forms for Fidelity and TIAA to their UHR Benefits Counselors for further review.

The Benefits Counselors will submit the completed form to Central Payroll for processing



SRP/Nationwide

Employees enrolled on the Maryland Teachers and Employees Supplemental Retirement Plans must contact MSRP directly and submit their forms online

SRP/Nationwide (401k / 457b / 403b): [Enroll or Make Changes Online](#)

*Please note, per Central Payroll guidelines you can only contribute up to 80% of your gross earnings