

Scheduling Your Retirement Out-Processing Meeting

Once you have your finalized retirement date and given your resignation letter to your department, please contact your Senior Human Resources Analyst at 972.941.7115 to schedule your retirement out-processing. This meeting will need to be scheduled around 30 - 60 days prior to your retirement date.

The meeting will take approximately 1 hour. Below are items you will need to bring with you to the meeting:

- Driver's license
- Copy of spouse's driver's license
- Voided check
- Beneficiary information to include:
 - Name
 - Social Security number
 - Address
 - Date of birth
 - Proof of birth
- Medicare card, if applicable

