



MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS

EMPLOYEES' RETIREMENT SYSTEM (ERS) - Groups A, E, F, G and H PLANNING FOR RETIREMENT & APPLYING FOR RETIREMENT SEMINARS

ERS PLANNING for Retirement Seminars - Planning seminars will provide information regarding when a member can retire, how the pension benefit is calculated and payment options. Members should attend a Planning seminar **at least 3 months prior** to the anticipated retirement date. The seminars are scheduled from 9:00am - 10:30am on the following dates:

January 22, 2014	May 21, 2014	September 17, 2014
February 19, 2014	June 18, 2014	October 22, 2014
March 19, 2014	July 23, 2014	November 19, 2014
April 23, 2014	August 20, 2014	December 17, 2014

Prior to registering, print out a Pension Estimate. Log on to the ePortal with your County username and password at <https://ext02.montgomerycountymd.gov/ent/s7/eportal>.

1. Choose the **PeopleSoft / Pension Administration** option
2. Click on **Self Service** and then **Benefits Information**
3. Click on **Pension Estimates**. Enter the first of the month in which you plan to retire as your retirement date.

ERS APPLYING/SIGNING for Retirement Seminars (*Prerequisite - ERS Planning for Retirement seminar**)

When a member has decided on a retirement date, register for an **ERS Applying for Retirement** seminar. Prior to the seminar, retirement information and forms will be emailed/mailed to the member. The seminars are scheduled from 9:00am - 10:30am on the following dates:

December 18, 2013	(Retire on 2/1/14)	July 8, 2014	(Retire on 9/1/14)
January 8, 2014	(Retire on 3/1/14)	August 6, 2014	(Retire on 10/1/14)
February 5, 2014	(Retire on 4/1/14)	September 3, 2014	(Retire on 11/1/14)
March 5, 2014	(Retire on 5/1/14)	October 8, 2014	(Retire on 12/1/14)
April 9, 2014	(Retire on 6/1/14)	November 5, 2014	(Retire on 1/1/15)
May 7, 2014	(Retire on 7/1/14)	December 3, 2014	(Retire on 2/1/15)
June 4, 2014	(Retire on 8/1/14)		

*Fire DROP & Police DRSP participants are not required to attend the ERS Planning seminars.

❖ **Additional Information** - Pre-Retirement Health Insurance seminars and additional information regarding your retiree health insurance (medical, dental, life insurance, etc.) at retirement, can be located on the OHR Benefits website at www.montgomerycountymd.gov/ohr/benefits/rgi/retireebenefits.html

Registration is required for all seminars

Registration Instructions



Montgomery County Employee Retirement Plans

101 Monroe Street, 15th Floor • Rockville, Maryland 20850
Retirement Benefits 240-777-8230 | Fax 301-279-1424 | Retirement@montgomerycountymd.gov

How to register for a Retire seminar

Log into the County's ePortal at <https://ext02.montgomerycountymd.gov/ent/s7/eportal>. If you need assistance with the registration process, please contact the OHR Training Team at 240-777-5116.

1. Select **Oracle Employee Self Service (ESS)**
2. Select **MCG HR Employee Self-Service**
 - Scroll down to **Learner Access: Learning** and click on **Learner Home**
3. In the Search bar enter "**retirement**"
4. Click on the icon (yellow envelope) below **Choose or Enroll in class**
5. Click on the icon (yellow envelope on right hand side of the page) next to the retirement course you are selecting
6. Click on "**Enroll**", "**Review**" and "**Submit**"

Class Location: COB Auditorium
100 Maryland Ave
Rockville, MD 20850

9:00am - 10:30am

If you are an ERS (Group A, E, F, G or H) member planning to retire, you should attend the following courses:

1. ERS Retirement Planning- ERS Groups A, E, F, G, H Class
2. Health Insurance Planning for Retirement Class
3. ERS Applying to Retire – ERS Groups A, E, F, G, H Class*
4. Health Insurance Applying to Retire Class*

*If you are Applying to Retire, register for the courses **even if you cannot attend** (Retirement & OHR Benefits will then mail forms to your home address after the seminar).