

NewsFlash

An electronic newsletter for SERS Retirement Coordinators



Retirement Coordinators/Payroll Coordinators/Signature Designees

If a person in one of these designated positions is leaving the agency or retiring, please inform SERS as soon as possible. Automated workshop request approvals, 3900 Forms, and other necessary forms must be completed by people in these designated positions. If these roles are not updated with SERS in a timely manner, there will be delays in the retirement process.

It is the responsibility of the Agency Head to inform SERS when a new person takes on the role of Retirement Coordinator so that we can update our points of contact.

It is the responsibility of the Retirement Coordinator to inform SERS when a new person takes on the role of Payroll Coordinator and/or Signature Designee.

- Agency Heads have the authority to submit the Retirement Coordinator Appointment Request form.
- Retirement Coordinators have the authority to submit the Payroll Coordinator/Signature Designee Appointment Request form.
- If the Agency Head needs to be updated, the new Agency Head may submit a Form 500.

Please note: If the new Retirement Coordinator, Payroll Coordinator, or Signature Designee does not already have an Illinois Public ID, they need to create one. To do so, visit our website srs.illinois.gov

Member Services (upper-right hand corner of the page)
Create a new account.

Please contact Stephanie Staber if you need access to the Retirement Coordinator Request Form. Completed forms can also be submitted to stephanie.staber@srs.illinois.gov

We strongly encourage employees to schedule appointments rather than walking in to discuss retirement options. If you would like to schedule an appointment, please contact our call center at (217) 785-7444.