Entering DROP Checklist

Employee Name   _____   People First ID#   _____

Agency/Circuit   _____   DROP Entry Date   _____

DROP Entry Application Package	☒	Date
Processed <u>DP-ELE</u>, DROP Participation Notification Form	☐	_____
Processed <u>DP-11</u>, DROP & Service Retirement Application Form	☐	_____
Processed <u>FRS-11o</u>, Option Selection Form	☐	_____
Processed <u>SA-1</u>, Spousal Acknowledgement Form	☐	_____
Processed Verification of Birth, Employee and/or Joint Annuitant	☐	_____
Faxed to the Division of Retirement or submitted to JAC	☐	_____

Payroll	☒	Date
Submitted PAR to JAC, reason code "91" for "Start DROP"	☐	_____
Submitted Leave PAR to JAC or confirmed annual leave payout*	☐	_____

* Please indicate if the employee has elected to roll over a portion or all of their leave payout to their 457(b) Deferred Compensation account. This can be noted in the Comments Section of the PAR.

Notes: