

## Entering DROP Checklist

Employee Name \_\_\_\_\_ People First ID# \_\_\_\_\_

Agency/Circuit \_\_\_\_\_ DROP Entry Date \_\_\_\_\_

<u><b>DROP Entry Application Package</b></u>	<input checked="" type="checkbox"/>	Date
Processed <a href="#">DP-ELE</a> , DROP Participation Notification Form	<input type="checkbox"/>	_____
Processed <a href="#">DP-11</a> , DROP & Service Retirement Application Form	<input type="checkbox"/>	_____
Processed <a href="#">FRS-11o</a> , Option Selection Form	<input type="checkbox"/>	_____
Processed <a href="#">SA-1</a> , Spousal Acknowledgement Form	<input type="checkbox"/>	_____
Processed Verification of Birth, Employee and/or Joint Annuitant	<input type="checkbox"/>	_____
Faxed to the Division of Retirement or submitted to JAC	<input type="checkbox"/>	_____

<u><b>Payroll</b></u>	<input checked="" type="checkbox"/>	Date
Submitted PAR to JAC, reason code "91" for "Start DROP"	<input type="checkbox"/>	_____
Submitted Leave PAR to JAC or confirmed annual leave payout*	<input type="checkbox"/>	_____

\* 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:**