



HR Information Sheet

PROCESSING YOUR PENSION BENEFITS



What steps can you take to expedite the processing of your pension benefits?

As early as a year before your retirement or separation, you can take steps to ensure that your clearances are completed on-time. The [OHRM Pre-retirement Programme](#) has a comprehensive checklist that you can use.

Some examples of pre-separation clearances include:

- settling all outstanding claims
- submitting all leave requests using Umoja Employee Self-Service
- signing payment instructions that go to the Pension Fund

After these key tasks are completed, your corresponding HR Partner will be able to initiate the processing of your “Separation Personnel Action” in Umoja.



What happens next?

Staff who are soon to retire or separate are encouraged to ensure that the following documents are completed and forwarded to the Pension Fund:

- **From you:** the original signed Payment Instructions (Form Pens.E/7 or Pens.E/6), which you must complete, date and sign
- **From your HR Partner:** the Separation Personnel Action
- **From the Office of Programme Planning, Budget and Accounts (OPPBA):** the original signed Separation Notification PF.4 form

The Fund makes every effort to process your benefit as soon as possible from the date of receipt of all required and duly completed documentation, provided no discrepancies are found.

Some delays in payments occur due to the time it takes staff and their administrative offices to finalise documentation before it is forwarded to the Pension Fund.



Need further information?

If you are close to retirement or separation, you may find it useful to refer to the Pension Fund's booklet on Separation, which you can download [here](#). Staff are strongly encouraged to visit the [OHRM Pre-retirement Programme website](#) to become fully familiar with all aspects of the process.