



# Memorandum

**To:** All Full-Time Employees  
**From:** Human Resources  
**Subject:** Retirement Security Plan (RSP) Estimates

Effective immediately, all full-time employees will have the ability to generate their own Retirement Security Plan (RSP) estimate through PeopleSoft.

To run an RSP Estimate, you will enter your projected retirement date. You must ensure the date is after you are eligible to retire based on the following retirement eligibility requirements:

- 5 years full-time service at City of Plano and at least the age of 60, or
- 20 years of full-time service at City of Plano at any age

In PeopleSoft, please follow the instructions below:

**Navigate to: *City of Plano > COP Employee Self-Service > COP RSP Retirement Estimate***  
*NOTE: the file path is COP Employee Self Service NOT Self Service*

***Once you are on the RSP Estimate page, please follow the instructions to generate an estimate.***

If you have any questions or you are unable to generate your estimate for any reason, please feel free to call Human Resources at 972-941-7115.