UW RETIREMENT CHECKLIST

PLEASE FOLLOW ALONG ON YOUR CHECKLIST

AGENDA

> Introduction to the DRS
> Retirement eligibility rules
> Retirement income options
> PEBB Retiree Health Insurance Eligibility
> Medicare & Enrollment
> PEBB Retiree Health Insurance Enrollment
> Retiree Life Insurance
> Annual leave and sick leave pay-out (VEBA)
> Retirement Checklist
> Working after retirement
> UW Retirement Association

UW RETIREMENT CHECKLIST

FACULTY:
- Notify dean or chair *at least one quarter* prior to your retirement date.
- Arrange 40% rehire with department and Academic HR[12] *(if applicable)*

LIBRARIANS:
- Notify your supervisor *at least one quarter* prior to your retirement date.

PROFESSIONAL STAFF:
- Provide as much notice as possible, but no less than two weeks.

CLASSIFIED STAFF:
- Contract: Notify your supervisor according to your **union contract provisions** relating to resignation.
- Classified non-union: Provide as much notice as possible, but no less than two weeks.

UW RETIREMENT CHECKLIST

DURING THE YEAR PRIOR TO RETIREMENT

> **Attend a UW Benefits Retirement Workshop**

> **Department of Retirement Systems (DRS) – Benefits Estimator**

> **Voluntary Investment Program (VIP) with TIAA and Fidelity** ***(optional plan)***

> **WA State Deferred Compensation** ***(optional plan)***

> **Social Security – online Retirement Income Calculator**

3–6 MONTHS PRIOR TO RETIREMENT

- Request your official pension estimate and application for retirement from the DRS
  - If you are enrolling for your pension online, you will only need your pension estimate

3 MONTHS PRIOR TO RETIREMENT

- Medicare Enrollment – (enroll if applicable)
  - Required if enrolling in PEBB retiree health insurance at age 65 or older (including covered dependents)

- UW APPLICATION FOR RETIREMENT
  - Complete online UW Retirement Application
    - Used to monitor benefits at time of separation
    - Required for Husky Retiree ID card
    - Become member of UW Retirement Association
    - Eligibility for VEBA

30–60 DAYS PRIOR TO RETIREMENT

FORMS TO SUBMIT TO THE DRS

Department of Retirement Systems forms:

- **Application for Retirement**
- **Survivor's birthdate evidence**
  - **Only if electing a Survivor Option 2, 3 or 4**
  - **Send copy only not original documentation**
- **List of acceptable "Survivor Proof of Age" is on the Application**

30–60 DAYS PRIOR TO RETIREMENT

FORMS TO SUBMIT

- **HEALTH CARE AUTHORITY (HCA)**
  - PEBB retiree coverage election form(s): (A for everyone), (B only if electing Premera Plan G)
  - MetLife Retiree Life Insurance application (if enrolling for coverage)
  - Declaration of Tax Status
  - Dependent Verification
  - Proof of Medicare coverage (Parts A and B if applicable)
  - If you do not elect to have premiums withdrawn from DRS pension include:
    - First month's premium check
    - Electronic Debit Service Agreement

DURING MONTH OF RETIREMENT

TURN IN TO YOUR DEPARTMENT

> **keys, etc.**
> **Husky card *without* U-Pass**
> **Note: HMC: follow HMC procedures**

DURING MONTH OF RETIREMENT

TURN IN TO TRANSPORTATION SERVICES

- **Husky card *with* U-Pass**
- **Parking permit**
  - **Contact: 206-221-3701 or ucommute@uw.edu**
- **Note: HMC: follow HMC procedures**

DURING MONTH OF RETIREMENT

AUTOMATIC WITHDRAWALS/ DIRECT DEPOSITS

> **Credit Unions**
> **PEBB Long-Term Care – John Hancock Insurance Co.**
> **Dues / Miscellaneous Deductions**
> **Husky card account:**
  – **206-543-7222**
  – **huskycrd@uw.edu**

UNIVERSITY OF WASHINGTON

COMBINED FUND DRIVE

OUR WORKPLACE GIVING CAMPAIGN

- As a UW retiree, support your favorite nonprofits!
- It’s easy! Give via check or through your pension
  - contact the state CFD office at cfd@sos.wa.gov
- You can make an incredible impact
  - more than 5,000 nonprofits including UW programs
- If you are currently giving
  - your contributions will continue into your retirement
  - Change you current pledge by contacting UWCFD
    - uwcfd@uw.edu
- Visit uw.edu/uwcfd for more information.

FLEXIBLE SPENDING ACCOUNT or DEPENDENT CARE ASSISTANCE PLAN

IF YOU HAVE EITHER OF THESE ACCOUNTS...

- **Please contact Navia Benefit Solutions, the third party administrator for options and directions about your account(s).**
  - **1-800-669-3539 or**
  - **http://pebb.naviabenefits.com/**
- **You may continue through end of calendar year via COBRA election.**
- **You may also request accelerated FSA deductions from your pay while you are currently employed at UW. To accelerate your FSA deductions please contact the ISC at least one month prior to your UW separation date.**

WHEN YOUR UW BENEFITS END

- Workday sends an electronic notice that your UW insurance benefits have terminated.
- HCA will mail you a COBRA packet with information on how to continue your health care coverage.
- MetLife will mail you information on how to continue your employee life insurance. Contact MetLife for questions.
- VEBA Trust will mail information about the VEBA benefit to eligible UW retirees after your UW retirement.

THANK YOU FOR ATTENDING!

UW Benefits office contact information:

Web: http://hr.uw.edu/benefits/
Email: benefits@uw.edu
Phone: 206-543-4444
Address: 4300 Roosevelt Way NE , Box 354969, Seattle, WA 98195-4969