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\textsuperscript{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

> Life insurance continuation
  - Contact MetLife for portability or conversion options
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/C depending on plan selection)
  – 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
DURING MONTH OF RETIREMENT

AUTOMATIC WITHDRAWALS/DIRECT DEPOSITS

> Credit Unions
> PEBB Long-Term Care
> Dues / Miscellaneous Deductions
> Husky card account:
  – 206-543-7222
  – huskycrd@uw.edu
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 your 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.
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.
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THANK YOU FOR ATTENDING!

UW Benefits office contact information:

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