UW RETIREMENT CHECKLIST

PLEASE FOLLOW ALONG ON YOUR CHECKLIST

UNIVERSITY *of* WASHINGTON

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

UW HUMAN RESOURCES | BENEFITS

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.

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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

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.

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