UW RETIREMENT CHECKLIST

PLEASE FOLLOW ALONG ON YOUR CHECKLIST

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INCLUDED IN THIS PRESENTATION

- > PERS 1, 2, or 3
  - *(Public Employees Retirement System)*
- > TRS 1 or 3
  - *(Teachers Retirement System)*
- > LEOFF 2
  - *(Law Enforcement Officers' and Fire Fighters' Retirement Plan)*

AGENDA

- > Steps to retirement
- > Retirement eligibility rules
- > Retirement income options
- > PEBB retiree insurance
- > Medicare & Enrollment
- > Retiree Life Insurance
- > Annual leave and sick leave pay-out (VEBA)
- > Retirement Checklist
- > Working after retirement

UW RETIREMENT CHECKLIST

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UW HUMAN RESOURCES | BENEFITS

Preparing for and finalizing your retirement will be one of your biggest career decisions.
Carefully review the timeline below before submitting an official letter of retirement. Your letter

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 Total Benefits Retirement Workshop**
- **Contact the Department of Retirement Systems (DRS)**
- **Voluntary Investment Program (VIP) with TIAA and Fidelity** ***(optional plan)***
- **WA State Deferred Compensation** ***(optional plan)***
- **Social Security**

3–6 MONTHS PRIOR TO RETIREMENT

- Medicare Enrollment – (enroll if applicable)
  - Required if enrolling in PEBB retiree insurance at age 65 or older (including covered dependents)
- Submit your application for retirement to the DRS

3 MONTHS PRIOR TO RETIREMENT

- 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
- VEBA enrollment form, if applicable
  - Complete and return to UW Total Benefits Office
    - note your UW separation date on top of form
- 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 PERS 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**
- **Combined Fund Drive**
  - uwcfd@uw.edu
- **Husky card account:**
  - 206-543-7222
  - huskycrd@uw.edu

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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

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THANK YOU FOR ATTENDING!

Total Benefits office contact information:

Web: http://hr.uw.edu/benefits/
Email: totalben@uw.edu
Phone: 206-543-4444