UW RETIREMENT CHECKLIST FOR UWRP

PLEASE FOLLOW ALONG ON YOUR CHECKLIST
AGENDA

> UW Retirement Plan
  – Retirement Eligibility Rules
  – UW Supplemental Retirement Plan Defined
> PEBB Retiree Insurance
> Medicare & Enrollment
> Annual Leave and Sick Leave Pay-out & VRI (VEBA)
> Retirement Checklist
> Working after retirement
**UW RETIREMENT CHECKLIST**

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 should:

<table>
<thead>
<tr>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Notify dean or chair at least one quarter prior to your retirement date.</td>
</tr>
<tr>
<td>• Arrange 40% rehire with department and Academic HR (if applicable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBRARIANS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Notify your supervisor at least one quarter prior to your retirement date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL STAFF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide as much notice as possible, but no less than two weeks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFIED STAFF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contract: Notify your supervisor according to your union contract provisions relating to resignation.</td>
</tr>
<tr>
<td>• Classified non-union: Provide as much notice as possible, but no less than two weeks.</td>
</tr>
</tbody>
</table>
UW RETIREMENT CHECKLIST

DURING THE YEAR PRIOR TO RETIREMENT

> Attend a UW Benefits Retirement Workshop
> Contact the Department of Retirement Systems (DRS) (if applicable)
> Arrange to meet with TIAA and/or Fidelity
  – for UWRP plan
  – Voluntary Investment Program (VIP) optional plan
> WA State Deferred Compensation (optional plan)
> Social Security
Submit your letter of resignation indicating your last day of UW employment – State “separating due to retirement” – The proper time to submit your letter of retirement depends upon your position, refer to your UW Retirement Checklist for details.
3 MONTHS PRIOR TO RETIREMENT

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

> Department of Retirement Systems
  > File for pension if applicable
  > If you previously participated in a DRS retirement plan (PERS, TRS, SERS):
    > Contact DRS at 1-800-547-6657 to request a pension estimate and/or DRS retirement packet.
    > Unsure? Contact DRS and ask if you still have funds or access your account:
      > www.drs.wa.gov
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

> 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
  – Copy of Medicare Card or Benefits Verification letter
  – If you do not elect to have premiums withdrawn from PERS pension include:
    > First month’s premium check
    > Electronic Debit Service Agreement

UNIVERSITY of WASHINGTON
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
  - uwcfd@uw.edu
> Combined Fund Drive
  - 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 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.navabiobenefits.com/

> 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
AGENDA

- UW Retirement Plan
  - Retirement Eligibility Rules
  - UW Supplemental Retirement Plan Defined
- PEBB Retiree Insurance
- Medicare & Enrollment
- VRI & Annual Leave and Sick Leave Pay-out (VEBA)
- Retirement Checklist
- Working after retirement
THANK YOU FOR ATTENDING!

Total Benefits office contact information:

Web: http://hr.uw.edu/benefits/
Email: totalben@uw.edu
Phone: 206-543-4444
Address: UW Tower, Box 359556, Seattle, WA 98195
        4333 Brooklyn Ave NE, UW Tower, O Building, 1st floor