



Retirement Checklist

Faculty, Coaches, Nonrepresented, Nurses, Security/Police

Suggested Date of Completion

Submit Letter of Intent to Retire **Upon Retirement Decision**

Resources are available to assist in determining your financial readiness for retirement.

Medicare Enrollment **90 days before retirement**

If you or your spouse are Medicare eligible when you retire and you are enrolling in the AHCP, contact Social Security to make sure you are enrolled in Medicare Parts A & B effective the first of the month in which you will retire.

Meet With Your Retirement Vendor **90 days before retirement**

Meet with your specific university retirement representative to complete documents establishing your pension/annuity.

[SERS](#) - [Fidelity](#), [TIAA-CREF](#), [VALIC](#) - [PSERS](#)

Tax Deferral of Leave Payout(s), if desired

New participants **90 days before retirement**

- Enroll in the deferred compensation program
- Obtain estimate of your sick/annual leave payout from your university HR office.
- Meet with a deferred compensation representative, complete and sign a Salary Deferral Agreement. This must be submitted prior to the first day of the month in which you retire.

Please note: You must be contributing at least \$5 prior to the pay in which you defer your sick and/or annual leave.

Current participants **60 days before retirement**

- Obtain estimate of your sick/annual leave payout from your university HR office.
- Meet with a deferred compensation representative, complete and sign a Salary Deferral Agreement. This must be submitted prior to the first day of the month in which you retire.

Finalize Your Pension/Annuity Paperwork **30 days before retirement**

Finalization of your AHCP enrollment and sick leave payout will not occur until the State System verifies your pension/annuity has been established.

Annuitant Health Care Program (AHCP) Enrollment **30 days before retirement**

Complete and return the [enrollment/change form](#) to your university benefits office.

- ✓ Employees enrolled in PSERS or ARP retirement plans, will need to complete and submit a [direct payment form](#) to authorize a monthly debit for premiums.
- ✓ Employees enrolled in SERS will automatically have their premiums deducted from their monthly pension check.
- ✓ Any dependent children between the ages of 19 and 25 must have a [student certification form](#) completed.

If you are eligible and will not be using your one-time election at the time of retirement, complete and return the [delayed enrollment form](#) to your university benefits office.

Convert/Port Life Insurances **Upon Retirement**

Your employer-paid group life insurance coverage will cease on the last day of the month in which your employment ends. You will receive a conversion notice directly from MetLife. You have the option to convert the same or a lesser amount of your current group coverage into an individual insurance policy purchased at your own expense.

Your voluntary group life coverage will cease on your last day of employment. You will need to obtain a form from your human resource office to convert/port any existing coverage with CIGNA.

*This checklist is only intended as a guideline. To view more information, please refer to your retirement guide and university benefits office.