



Retirement Checklist

AFSCME, PSSU

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 REHP, 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- PSERS](#)

Tax Deferral of Leave Payout(s), if desired **90 days before retirement**

Deferred Compensation Plan

There are **TWO** steps you must take in order to defer your sick/annual leave payout:

- 1) Enroll in the deferred compensation program.
You must be contributing at least \$5 prior to the pay in which you defer your sick and/or annual leave.
- 2) Meet with a deferred compensation representative to complete a *Sick and Annual Leave Deduction Agreement*.

Tax-Sheltered Annuity Plan

Employees must have an active **Voluntary TSA 403b** account with TIAA and/or Fidelity or have established an account by enrolling through the vendor. To open an account, you must navigate to the [Retirement@Work](#) to make your election.

Submit your completed [TSA Leave Deduction Agreement](#) directly to tsadeferral@passhe.edu or by fax to 717-720-4162.

View the [TSA Deferral Handout](#) for more information.

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

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

Retired Employees Health Program (REHP) Enrollment **30 days before retirement**

	SERS	PSERS/ARP
Enroll or Delay	Meet with a SERS counselor, complete and submit enrollment form (PEBTF-9) to SERS or if you are eligible but wish to delay your enrollment, complete the delayed enrollment form.	Complete and return the enrollment form (PEBTF-9) to your university benefits office or if you are eligible but wish to delay your enrollment, complete and return the delayed enrollment form to your university benefits office.
Monthly Premium Payment	Automatically deducted from your SERS pension check	Billed by the PEBTF for the cost of your selected plan
Child Dependents	Dependent child may be covered up to age 26.	

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.