

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, your spouse or dependent are Medicare eligible when you retire and you are enrolling in the AHCP, contact Social Security to make sure you (and spouse/dependent if applicable) are enrolled in Medicare Parts A & B effective the first of the month **following your retirement date**.

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 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**

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 form](#) to your university benefits office. Medicare-eligible retirees **MUST** provide their enrollment form, including their Medicare number to their university benefits office **on/before their retirement date**.

- **Employees enrolled in PSERS or ARP retirement plans**, 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 receive a letter from MetLife and a follow-up call from Barnum Financial Group (MetLife's third-party financial professionals) to discuss your continuation options.

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

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