



**PREPARING FOR RETIREMENT**

**1 Year Prior**

<input type="checkbox"/>	<p><b>YOU ARE CONSIDERING RETIRING!</b> Congrats! The NYS Employee Benefits Division recommends that you carefully review this checklist and also read the helpful booklet <a href="#">Planning for Retirement</a>. To be eligible for health insurance as a retiree, you must meet <b>all</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>✓ Qualify for retirement as a member of NYSLRS, TRS, or the SUNY ORP (TIAA, VOYA, AIG or Fidelity) and meet the age requirement for pension eligibility (At least age 55).</li> <li>✓ Be enrolled in a NYSHIP health insurance plan immediately preceding retirement as an enrollee or NYSHIP dependent.</li> <li>✓ Have a minimum of ten (10) years of benefit eligible service with NYS.</li> </ul>
<input type="checkbox"/>	<p>One year prior to your planned retirement, it is a good idea to request an estimate of your retirement income to your retirement system(s) or meet with your ORP (TIAA, VOYA, AIG or Fidelity) investment provider, supplemental retirement and/or tax-deferred carrier.</p>
<input type="checkbox"/>	<p>Get all vision and dental needs taken care of for you and any dependents while still under full coverage.</p>

**FILING YOUR RETIREMENT APPLICATION/DISTRIBUTION**

**3 – 12 Months Prior**

<input type="checkbox"/>	<p><b>WHAT DATE ARE YOU RETIRING?</b> Decide the <b>exact date</b> of your retirement, which is a beginning of business date. This is the day after you are no longer on the state payroll and you <b>SHOULD NOT</b> be working or charging an accrual on this day. Remember to factor any time off you may be charging to accruals when determining your official last day of work. Employees will need to write <a href="#">an intent to resign for the purposes of retirement letter</a> and <b>copy in your immediate supervisor, your Cabinet-level Administrator, and Human Resources</b>.</p> <ul style="list-style-type: none"> <li>✓ <b>Classified:</b> Letter should be addressed to Julie A. Briggs, appointing authority for classified service staff (generally 1-2 months prior to retirement).</li> <li>✓ <b>Faculty and Professional:</b> Letter should be addressed to President, Denise Battles, appointing authority for unclassified service staff (Faculty - generally 6-12 months prior to retirement; Professional Staff – generally 30 days or more prior to retirement).</li> </ul>
<input type="checkbox"/>	<p><b>FILING FOR RETIREMENT:</b> To inquire about retirement distribution options, contact your retirement system:</p> <ul style="list-style-type: none"> <li>✓ <b>NYSLRS: ERS/PFRS:</b> (866) 805-0990 – Call for a benefit consultation meeting with a state representative. You must file your <a href="#">Application for Service Retirement</a> within 15 to 90 days prior to retirement effective date. You can file your application at the time of your meeting with ERS/PFRS!</li> <li>✓ <b>TRS:</b> (800) 348-7298, ext 6250 or 6020 – Arrange a <a href="#">local benefits consultation</a> with a TRS representative; to collect a pension benefit, you must file a TRS Retirement Application.</li> <li>✓ <b>ORP:</b> Call your investment provider to talk about distribution options: <ul style="list-style-type: none"> <li>○ <b>TIAA:</b> Michael Spogli - 585-246-4631/ <a href="mailto:Michael.spogli@tiaa.org">Michael.spogli@tiaa.org</a></li> <li>○ <b>Fidelity:</b> Bill Stark - 716 -270-7732/ <a href="mailto:william.stark@fmr.com">william.stark@fmr.com</a></li> <li>○ <b>AIG:</b> Robert Leombruno – 518-783-6464/ <a href="mailto:Robert.Leombruno@valic.com">Robert.Leombruno@valic.com</a></li> <li>○ <b>Voya:</b> Gary &amp; Matt Witten - 716-626-3928/ <a href="mailto:molly@teaamifs.com">molly@teaamifs.com</a></li> </ul> </li> </ul>

**RETIREE HEALTH INSURANCE & MEDICARE**

**3 MONTHS PRIOR**

<input type="checkbox"/>	<p><b>MEDICARE:</b> If you or any of your dependents covered under your current NYSHIP health plan are age 65 or older or disabled, you must enroll in Medicare A &amp; B via the Social Security Administration Office. NYSHIP recommends that you start this process at least three months prior to your retirement date. Do <b>not</b> enroll in Medicare part C or D. Your NYSHIP health insurance will be secondary to Medicare effective the first day of the month following the two-pay-period “run-out” (Your Benefits Administrator, Victoria Phipps, will go over this in more detail with you). The <a href="#">Social Security Administration</a> may be reached at (800) 772-1213. The <a href="#">Medicare &amp; NYSHIP Booklet</a> is an <b>important</b> resource to read for information on how NYSHIP &amp; Medicare work together in retirement.</p>
<input type="checkbox"/>	<p><b>DENTAL AND VISION COVERAGE:</b> CSEA and UUP employees should contact their union for information about your eligibility for continued dental and vision insurance.</p> <ul style="list-style-type: none"> <li>✓ <a href="#">CSEA Employee Benefit Trust Fund (Retiree Benefits)</a>: (800)323-2732 (Coleen Foley, Retiree Coordinator)</li> <li>✓ <a href="#">UUP Benefit Trust Fund (Retiree Benefits)</a>: (800) 887-3863 (Walter Apple, Retiree Coordinator)</li> <li>✓ M/C, PEF, NYSCOPBA, ALESU and C-82 employees will automatically receive information from Civil Service via mail.</li> </ul>

**MEET WITH YOUR BENEFITS ADMINISTRATOR – 1 MONTH PRIOR**

<input type="checkbox"/>	<p><b>SCHEDULE A MEETING WITH YOUR BENEFITS ADMINISTRATOR</b>, Victoria Phipps, at least one month prior to your date of retirement. At this meeting we will cover the following topics</p> <ul style="list-style-type: none"><li>• Paying for health insurance in retirement</li><li>• How sick leave credit helps you pay for health insurance</li><li>• Calculate an estimate of our sick leave credit</li><li>• Single and dual annuitant sick leave credit options</li><li>• Dependent survivor coverage</li><li>• Medicare and your NYSHIP coverage</li><li>• Changes in dental and vision coverage</li><li>• Complete required forms for retiree health insurance</li></ul> <p><b>How do I contact Victoria?</b> <a href="mailto:phipps@geneseo.edu">phipps@geneseo.edu</a> 585-245-5616.</p>
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**ONE WEEK PRIOR TO YOUR RETIREMENT DATE**

<input type="checkbox"/>	<p><b>FINAL THINGS YOU NEED TO DO ON OR BEFORE YOUR LAST DAY:</b></p> <ul style="list-style-type: none"><li>• Make sure your timesheets are up-to-date and submitted in the SUNY time and attendance portal.</li><li>• Work with your department to complete a <a href="#">Separation Sign-off Form</a>. Return any property belonging to the college including laptop computers, keys and your employee ID card. Make sure any outstanding charges (parking tickets) are paid.</li></ul>
<input type="checkbox"/>	<p><b>THINGS TO REMEMBER</b></p> <ul style="list-style-type: none"><li>• Up to 30 days of vacation can be paid out.</li><li>• Accrued holiday leave and compensatory leave cannot be paid out.</li></ul>

**HAPPY RETIREMENT!**

