



Retirement Checklist

PREPARING FOR RETIREMENT

1 Year Prior

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

FILING YOUR RETIREMENT APPLICATION/DISTRIBUTION

3 – 12 Months Prior

<input type="checkbox"/>	<p>WHAT DATE ARE YOU RETIRING? Decide the exact date 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 SHOULD NOT 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.</p> <p>_____</p> <p>Employees will need to write an intent to retire letter and send it to your supervisor, your Dean (if applicable), the president, and Human Resources.</p>
<input type="checkbox"/>	<p>FILING FOR RETIREMENT: To inquire about retirement distribution options, contact your retirement system:</p> <ul style="list-style-type: none"> ✓ NYSLRS: ERS/PFRS: (866) 805-0990 – Call for a benefit consultation meeting with a state representative. You must file your Application for Service Retirement within 15 to 90 days prior to retirement effective date. You can file your application at the time of your meeting with ERS/PFRS! ✓ TRS: (800) 348-7298, ext 6250 or 6020 – Arrange a local benefits consultation with a TRS representative; to collect a pension benefit, you must file a TRS Retirement Application. ✓ ORP: Call your investment provider to talk about distribution options: <ul style="list-style-type: none"> ○ TIAA: Turkessa Amoah- 315-477-9009/ Turkessa.Amoah@tiaa.org ○ Fidelity: Ken Woods - 718-916-8354/ kenneth.woods@fmr.com ○ Corebridge: Alysia Miller – 518-783-6464/ alysia.miller@corebridgefinancial.com ○ Voya: Courtenay.Tresco - 315-682-3957/ courtenay.tresco@voyafa.com

RETIREE HEALTH INSURANCE & MEDICARE

3 MONTHS PRIOR

<input type="checkbox"/>	<p>MEDICARE: 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 & B via the Social Security Administration Office. NYSHIP recommends that you start this process at least three months prior to your retirement date. Do not 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, will go over this in more detail with you). The Social Security Administration may be reached at (800) 772-1213. The Medicare & NYSHIP Booklet is an important resource to read for information on how NYSHIP & Medicare work together in retirement.</p>
<input type="checkbox"/>	<p>DENTAL AND VISION COVERAGE: 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"> ✓ CSEA Employee Benefit Trust Fund (Retiree Benefits): (800)323-2732 ✓ UUP Benefit Trust Fund (Retiree Benefits): (800) 887-3863 ✓ M/C, PEF, NYSCOPBA, ALESU and C-82 employees will automatically receive information from Civil Service via mail.

MEET WITH YOUR BENEFITS ADMINISTRATOR – 1 MONTH PRIOR

<input type="checkbox"/>	<p>SCHEDULE A MEETING WITH YOUR BENEFITS ADMINISTRATOR, 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">• Paying for health insurance in retirement• How sick leave credit helps you pay for health insurance• Calculate an estimate of our sick leave credit• Single and dual annuitant sick leave credit options• Dependent survivor coverage• Medicare and your NYSHIP coverage• Changes in dental and vision coverage• Complete required forms for retiree health insurance <p>How do I contact my Benefits Coordinator? hr@canton.edu 315-386-7868.</p>
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ONE WEEK PRIOR TO YOUR RETIREMENT DATE

<input type="checkbox"/>	<p>FINAL THINGS YOU NEED TO DO ON OR BEFORE YOUR LAST DAY:</p> <ul style="list-style-type: none">• Make sure your timesheets are up-to-date and submitted in the SUNY time and attendance portal.• Return any property belonging to the college including laptop, credit cards, keys and your employee ID card. Make sure any outstanding charges (parking tickets) are paid and any library loans and sent back.
<input type="checkbox"/>	<p>THINGS TO REMEMBER</p> <ul style="list-style-type: none">• Up to 30 days of vacation can be paid out.• Accrued holiday leave and compensatory leave cannot be paid out.

HAPPY RETIREMENT!

