

# Penn State Retirement Process

## Step 1: Attend a “Preparing for Retirement” Webinar

Please join us for a webinar highlighting important information to know as you begin your retirement process!

The Preparing for Retirement presentation schedule can be located at <https://hr.psu.edu/preparing-to-retire>.

## Step 2: Review Projected Income with TIAA or SERS

Employees should start by meeting with a retirement planning specialist from TIAA or SERS to review income projections and income options, approximately 2 to 3 months before retiring.

## Step 3: Call Services or submit an Inquiry via WorkLion

Contact HR Services at 814-865-1473 or submit an inquiry through [WorkLion](#) to confirm your eligibility to retiree per [Policy HR54](#).

Once employees inquire about their eligibility to retire, HR Services will send an Inquiry to the Benefits team to review the criteria. You will receive in writing, via the Inquiry, your eligibility confirmation.

## Step 4: Notify Your Supervisor and Local HR Unit

Employees need to consult with their supervisor and/or local HR unit to determine the preferred amount of time needed by your supervisor before retiring. This step will help ensure that the electronic retirement process is initiated by the unit in a timely fashion.

Please see the [HR Strategic Partner and Consultant Directory](#) should you need assistance locating your local HR contacts.

## Step 5: Review Personal Information in Workday

Utilize the [Preparing to Retire Checklist](#) to ensure personal information is updated in Workday and you have reviewed your current benefits that will be available into retirement.

## Step 6: Review Medicare-Eligible Checklist

If you and/or your dependents are Medicare-eligible or becoming Medicare-eligible, please review the [Retiring and Medicare-eligible Checklist](#) to guide you through the additional steps to be enrolled in the retiree medical plan.

# Retiree Benefits Counseling Checklist



## Review Personal Information in Workday

\_\_\_\_\_ Employees should review information in Workday and specifically focus on the following:

- a. Employees should ensure their time and attendance is up to date.
- b. Employees should confirm demographic information and ensure your address is correct. Retirees will receive important mailings from Penn State's Retiree Billing and COBRA vendor upon retirement.
- c. Employees should review covered eligible dependents' information and verify Social Security numbers for dependents.
- d. Technical Service employees, per the Collective Bargaining Agreement, are eligible to continue the \$5,000 life insurance policy into retirement. Please update Beneficiaries in Workday, as your current Beneficiary(ies) listed for your employer-paid Basic Life Insurance will be carried through to the employer paid \$5,000 retiree life insurance policy.

**NOTE:** If you are retiring at the end of the calendar year, December 31st – **DO NOT** complete the Open Enrollment event as any changes made will not be reflected. You will need to complete a [Retiree Request for Change Form](#) to change non-65 retiree medical plans or add/remove dependents upon retiring.

## Retiree ID Card

\_\_\_\_\_ In accordance with [HR102](#), all retirees will be required to surrender their active Faculty/Staff id+ card to their department supervisor. Retirees who meet the years of service requirement are eligible to obtain a new Retiree id+ card after their official retirement date. For more information, please visit [Penn State id+](#) website.



## Medical

### If you are not Medicare-eligible or are Pre-65:

\_\_\_\_\_ If you are eligible to retire with medical benefits from the University according to [Policy HR54](#), you will be automatically enrolled in the corresponding retiree medical plan with the same coverage level if you are not Medicare-eligible or are pre-65.

The only situations where a [Retiree Request for Change Form](#) will be required is:

- a. The employee is changing their family status, examples include going from Retiree Only coverage to Retiree and Spouse or going from Family coverage to Retiree Only
- b. The employee wishes to change the non-65 retirement plan they are currently enrolled in; examples include going from LION Advantage to the LION Traditional or vice versa. Please note, if switching medical plans upon retirement, any prior deductible or coinsurance amounts WILL NOT transfer to your new plan enrollment.
- c. The employee wishes to refuse medical coverage into retirement. Retirees who refuse coverage will not be able to re-enroll at a later date.

### If you and/or your spouse are Medicare-eligible:

\_\_\_\_\_ If you and/or your dependents are Medicare-eligible or becoming Medicare-eligible, please review the [Retiring and Medicare-eligible Checklist](#) to guide you through the additional steps to be enrolled in the retiree medical plan.

1. Apply for Medicare Part A and B by visiting your local Social Security Office. Questions pertaining to Medicare should be directed to the Social Security Office.
2. Call HR Services and request the CMS-L564E, *Request for Employment Information* form be sent to you - **this form is only required if you are 65 years old and four months.**
3. Take completed CMS-L564E, *Request for Employment Information* form, to the local Social Security Office to apply for Medicare Parts A and B or apply via [medicare.gov](#).
  - If you already have Part A, you will only need to apply for Part B.
4. Upon receipt of your Medicare Card, complete a [Freedom Blue application](#). You need the information on the Medicare card to complete a Freedom Blue application.
5. If you are enrolled in the LION Advantage with a Health Savings Account, please visit our website for additional information if you are 65+ and/or consult with a licensed tax advisor.

**Please understand that if you are eligible to be enrolled in the Medicare plan upon your retirement, but do not complete the enrollment process prior to your retirement, you will not automatically remain in the Highmark non-Medicare plan. This will result in having a period of NO Penn State medical coverage until you are enrolled in the Highmark Freedom Blue PPO Medicare plan. You will remain in the active employee medical plan through the end of the month in which you retire. Your retiree medical enrollment in Freedom Blue will begin the first of the month after you retire provided we have received your Freedom Blue application.**

**Failure to return the Freedom Blue application(s) within 60 days *after* your retirement will be considered a voluntary dis-enrollment in retiree medical benefits offered. Once dis-enrolled, retirees are not able to re-enroll at a later date.**



## Dental/Vision

Dental and vision coverage are not benefits provided to Penn State retirees, however, retirees may review the following options.

- \_\_\_\_\_ **Option 1:** You may choose to continue either or both of those plans under COBRA. The maximum period of coverage under COBRA is 18 months. Employees eligible for COBRA will receive information and payment premium coupons following their retirement directly from Lifetime Benefit Solutions, Penn State's COBRA partner. Your COBRA notice will be mailed within 2-3 weeks from your retirement. All questions regarding COBRA benefits after an individual is enrolled in COBRA should be directed to Lifetime Benefit Solutions at 855.798.0683.
  
- \_\_\_\_\_ **Option 2:** Retirees can take advantage of a FREE vision discount program available through EyeMed. Enjoy discounts on eyeglasses, accessories, and examinations. Simply present the card at a participating Insight provider. Please see the resource chart for the EyeMed print-out card and details on the discount program.
  
- \_\_\_\_\_ **Option 3:** Pennsylvania Association of Retired State Employees (PARSE) is available for additional dental and vision benefits. PARSE can be elected at time of retirement or after COBRA benefits end if elected at time of retirement. For mor information on [PARSE](#), please visit their website.
  
- \_\_\_\_\_ **Option 4:** If your spouse is an active Penn State employee, they may cover you and eligible dependents under their Dental and Vision plan, which may be more cost effective than electing COBRA. If this is the case, please have your spouse login to Workday to make the appropriate changes.

## Life Insurance and/or Accidental Death & Dismemberment Coverage

- \_\_\_\_\_ If you were participating in life insurance (basic life, optional life, spousal life, dependent child life) and/or accidental death & dismemberment coverage during active employment, it will end upon retirement unless you convert or port to a private policy upon your retirement.

You will need to contact Unum directly at UNUM at (866) 220-8460 or email them at [askunum@unum.com](mailto:askunum@unum.com) within **31 days** of the benefit termination regarding conversion or portability.

## Long-term Disability and/or Short-term Disability Coverage

- \_\_\_\_\_ If you were participating in long-term disability and/or short-term disability coverage during active employment, your coverage will end upon your retirement date.



## Flexible Spending Account (FSA)

\_\_\_\_\_ If you participate in the healthcare or dependent care Flexible Spending Account (FSA):

1. Contributions to your flexible spending account ends with your retirement date entered in Workday; however, you are eligible for reimbursement for any expenses that were incurred from January 1<sup>st</sup> through your retirement date. You have **up to 90 days** following your retirement date to submit receipts for reimbursement.
2. For assistance submitting for reimbursement from your FSA after your retirement date, please contact HealthEquity at 1-866-346-5800.

## Health Savings Account (HSA)

\_\_\_\_\_ If you participate in the LION Advantage with Health Savings Account (HSA):

1. Contributions to your HSA ends with your retirement date entered in Workday. The money you already have in the HSA will remain yours, to be use for eligible expenses as you choose.
2. Your HSA is no longer under the Penn State group plan and will change to a “stand alone” plan with HealthEquity, retaining your current account number and the monthly fee will be changed to \$3.95 for stand-alone accounts
3. As long as you are NOT enrolled in Medicare, you are able to still make contributions to your HSA. You will be able to make contributions directly through the HealthEquity member portal and you will need to work with your tax advisor at the end of the year to obtain the pre-tax benefit.
4. You will still have access to manage your HSA through the HealthEquity website and will still be able to contact HealthEquity at 1-866-346-5800 for HSA assistance.

\_\_\_\_\_ If you are 65½ or older, please be sure to see the [Guide to Retirement](#) website to review the importance of stopping your HSA contributions six months before applying for Social Security and/or discuss tax consequences with your licensed tax advisor.

## Educational Benefits

\_\_\_\_\_ Tuition discounts for retirees and their eligible dependents continue into retirement. For additional information, please visit the [Retiree](#) webpage.

