

Retirement Procedures/Checklist for Faculty & Staff

When are you eligible to retire with Oklahoma Teachers' Retirement System (OTRS) - If you joined OTRS *before* November 1, 2011, normal retirement age is 62; however, you may retire with reduced benefits as early as age 55 and 5 years of contributory Oklahoma service. OTRS members joining *before* July 1, 1992 may retire with unreduced benefits when age + total years of creditable service = 80 (Rule of 80). OTRS members joining *on/after* July 1, 1992 may retire with unreduced benefits when age + years of creditable service = 90 (Rule of 90). Creditable service includes all service credits: Oklahoma service, purchased service and, credit for accumulated unused sick leave.

For new members joining OTRS *on/after* November 1, 2011, normal retirement age is 65 or you may retire with unreduced benefits at a minimum age of 60 when age + years of creditable service = 90 (Rule of 90). Creditable service includes all service credits: Oklahoma service, purchased service and credit for accumulated unused sick leave.

Additional Information

- **Sick leave service credit** – Retiring members may count up to 120 days of unused accumulated sick leave toward an additional year of service credit. This cannot be used to meet minimum five years creditable service to become vested. You will receive one year of service credit for 120 days of unused sick leave. Beginning August 1, 2012, a partial year of service is awarded for anything less than 120 days of unused sick leave. The partial year awarded for unused sick leave days will be added to total years of service credit and used in the retirement benefit formula
- **Service Credit** – Beginning July 1, 2013, service credit earned will be based upon the percentage of the employment contract that is completed. No longer will an employee receive one full year credit for six months or more of employment in a school year. Each employer will certify and provide OTRS the full-time equivalent (FTE) for each position, and for each employee. Fractional service credit will be awarded for less than full-time employment performed during the contract year. No longer will 120 days worked equate to one year of service credit.
- **Break between employment and retirement** – You may **not** return to work on a temporary basis (including voluntary) with any Oklahoma education institution **for 60 calendar days upon retirement.**
- **There is a maximum amount** you may earn each year as a retiree and temporarily working for Oklahoma education institutions. Please contact OTRS at 1-877-738-6365 or visit http://www.ok.gov/TRS/Retired_Clients/Returning_to_Work_After_Retirement.html. You may also contact the HR Office for details.

Submit the Pre-Retirement Information Verification Form (PIV) to OTRS to receive your Intent to Retire –

If you are a member of Oklahoma Teachers Retirement System (OTRS) and are considering retiring, Call OTRS, toll free at 1-877-738-6365, at least 90 days prior to your retirement date & provide the retirement month & year. OTRS will not accept the call from Human Resources (HR). They will instruct you to complete the Pre-Retirement Information Verification Form (PIV), available online, along with the requested documentation to them. (Proof of Birth). Once they receive this information they will send you your **Intent to Retire**. This is not your final OTRS Contract.

Intent to Retire Received from and Returned to OTRS – You will receive an *Employer Retirement Verification* form for HR to complete along with your **Intent to Retire**. Please send a copy of your **Intent to Retire** to HR and they will also complete the *Employer Retirement Verification* form. On the **Intent to Retire** form, choose which option, Maximum or option 1, 2, 3 or 4, you and your spouse sign & date the form & mail back to OTRS along with the completed *Employer Retirement Verification* form as soon as possible. (OTRS, Box 53524, 2801 N. Lincoln Blvd, Oklahoma City, OK 73152). Enclose a copy of your birth certificate or other legal document indicating your birth date. If you select an option that provides a benefit for your spouse (Option 2 or Option 3), you must also forward a copy of your spouse's birth certificate or other proof of birth date. These copies do not need to be notarized.

- Make copies of all forms before you send them.
- See Page 5 of this checklist for OTRS deadlines for submission of paperwork.

Social Security (SS) Appointment

- Make an appointment with the local **SS** office (1-866-495-0042) at least 90 days prior to retirement or you may also visit their website at http://www.ssa.gov/SSA_Home.html.

- Per the local SS office, retirees on SS may earn additional income per year up to a maximum without affecting the SS benefit (the max amount applies no matter what annual SS benefit amount one receives). Review this information at http://www.ssa.gov/SSA_Home.html.

Prepare Retirement Letter - Prepare retirement letter to supervisor (send copy to HR) with retirement date & submit immediately after your decision to retire. Departments must make plans & process paperwork as part of your retirement.

Department Prepares Employee Transaction Form and Needs Final Leave Report

- Your department prepares an Employee Transaction Form with your retirement date & last day actually worked prior to retiring.
- You must complete and turn in your signed monthly leave report through your last day. Per OTRS rules, you may work up to ten calendar days in the month you retire & still receive your first retirement check the following month. For example, if you are retiring May 1 & will receive your first retirement check June 1, you may continue working up to May 10th (absolutely not after the 10th of same month of retirement). Please discuss this with your supervisor.

Sign and Return OTRS Retirement Contract

- OTRS receives your **Intent to Retire**. OTRS will send:
 - A contract for your signature (must be notarized-notary services are available in HR)
 - a tax information & allowance form
 - a direct deposit form
 - a spousal consent form
 - OTRS must receive the signed contract at least one month prior to the planned retirement date in order for retirement to begin. If the documents are received less than one month prior to your planned retirement date, the retirement is postponed until the following month.
 - Please make a copy for your records & mail the signed contract to OTRS promptly.

Continuation of Insurance - Health, Dental & Vision

- You must have dental coverage before retirement. The Plan does not allow retirees to add dental upon or after retirement. You may add/drop vision during any retiree option period.
- ****RUSO Policy 5.4.3; *If you were hired before July 1, 2009 and have been employed full-time in the Regional University System of Oklahoma for not less than 10 years immediately preceding the date of retirement, and have been a member of OTRS during that time and are vested,* the university will continue to pay your group health insurance premiums through the month in which you become Medicare eligible or age 65 whichever comes last. OTRS will also pay a portion of your monthly health insurance premium.**
- To continue insurance, all retirees must sign and complete the SE insurance change form and the HealthSmart ACH form (authorization for direct payment). Your out of pocket monthly premiums must be paid to HealthSmart, our retiree billing administrator. **Premiums will NOT be deducted from your retirement check.**
- Your dental coverage will continue to be out of pocket with BCBSOK and your vision coverage will become out of pocket with VSP.
- If you qualify for the ****RUSO Policy 5.4.3;** Your BCBSOK health insurance coverage will continue until you become Medicare eligible, at which time your health and Rx coverage will be transferred to UHC (UnitedHealthcare) our Senior Supplement to Medicare and Part D Rx plan.
- When you become Medicare eligible you must give HR your Medicare # in order to have coverage with UHC.
 - You must contact CMS (Medicare) at 1-800-MEDICARE at least 90 days prior to your 65th birthday to enroll in Medicare and receive your Medicare #. Contact the Office of HR at 580-745-2158 ASAP with your Medicare #, which is absolutely necessary for the group health and Rx Part D coverage with UnitedHealthcare. Without your Medicare # you will not have this secondary coverage. You must have a Part D Rx plan in effect when you become Medicare eligible. If you add Part D after you were initially eligible, CMS will penalize you by mandating a permanent increase of your Rx Part D premium.
 - HR will notify HealthSmart Benefit Solutions who will send you an enrollment packet for UnitedHealthcare (UHC).
 - OTRS continues to pay a portion of your monthly health insurance premium when the insurance changes from primary to secondary if you elect to stay with our group plan. If the university was paying the balance of the health insurance premium per RUSO Policy 5.4.3, (**This policy does not apply to any employee hired**

on or after July 1, 2009), the university ceases to pay the balance of the premium at this time, and the retiree pays the balance. You will pay HealthSmart Benefit Solutions, our retiree insurance billing administrator. The Medicare Part B premiums will be deducted from your SS check.

- See HR for continuation of health/dental/vision coverage.

Insurance – Life

- *If you meet the ****RUSO Insurance Program requirements noted above**, SE pays basic group life insurance for retirees until age 65 (\$2,000 for each \$1,000 of base salary at retirement). Dependent life premium is billed to your home address from SE Business Office & checks should be written payable to SE. (****RUSO Policy Manual, Chapter 5, General Policies, 5.4.3 Retirement Insurance Program**).*
- If you have an additional (voluntary) life policy, this policy ends at age 65; however, you may be eligible to port if under age 65, or convert, regardless of age to an individual life policy with The Lincoln National Life Insurance Company. For more information and to enroll contact HR.

Supplemental Insurance policies such as accident, cancer or short term disability - If you have any supplemental insurance policies contact the policy providers to continue or drop coverage. Premiums will not be deducted from your retirement check. See HR for contact information.

RUSO SRA - You may be eligible for the RUSO SRA (Regional University System of Oklahoma supplemental retirement annuity). The RUSO SRA **requires hire date before July 1, 1995 & 15 years continuous service in regional universities immediately preceding retirement, and membership in OTRS during that time**. If you meet these criteria submit a copy of your retirement estimate to HR.

TIAA-CREF 457(b) and/or ING 403(b)/457(b) accounts - You may withdraw funds from all or part of your TIAA-CREF/ING accounts when you retire, or you may leave your TIAA-CREF and/or ING accounts “as is” until April 1 of the year following age 70½. To begin the process, please call **TIAA-CREF**(1-800-842-2776)/**ING** (1-800-584-6001) **about 90 days before you retire**, and provide your SS number and spouse's birth date (if applicable). You may request a retirement illustration (an estimate of your benefits) or a retirement packet (if you have decided to retire & wish to withdraw funds or receive income upon retirement) from TIAA-CREF/ING. You may request illustrations for more than one possible retirement month and year if you wish to compare benefits. The TIAA-CREF/ING representatives can advise when you call.

The Medicare program has two parts: Part A is the Hospital Insurance and Part B is the Supplementary Medical Insurance. Hospital insurance is funded by taxes, whereas the Supplementary Medical Insurance is funded partially by the federal government and partially by premiums you pay when you enroll for these benefits. The SS Administration can tell you about your cost per month for the Medicare Part B Supplementary Medical Insurance. You will very likely want to enroll in Part B effective the date your primary insurance ends (after retirement from the University and when Medicare eligible- usually at age 65), because Medicare will then become your primary insurance and your University group health insurance plan with UnitedHealthcare becomes your secondary insurance.

Returning to Work After your Retirement: - Break between employment and retirement –You may **not** return to work even on a temporary basis (including voluntary) with any Oklahoma education institution **for 60 calendar days upon retirement**. There is a maximum amount you may earn each year as a retiree and temporarily working for Oklahoma education institutions. This amount will include University paid benefits. Please contact OTRS at 1-877-738-6365 or visit http://www.ok.gov/TRS/Retired_Clients/Returning_to_Work_After_Retirement.html. You may also contact the HR Office for details.

Updating Your Address - It is very important for you to update your address as changes occur. Please Contact OTRS, TIAA-CREF, Lincoln Alliance Group, SS Administration and HR to make changes. (See attached listing for phone numbers and addresses.)

NOTE: Any Deadline that is not met within the prescribed timeline will move the client’s effective retirement date to the first day of the following month. All forms and supporting documentations must be submitted to OTRS by U.S. mail.

OTRS Phone: 1-877-738-6365

This information is a brief interpretation and summary of actual law, policy or contract. The authoritative source should be consulted and reviewed for more detailed information.

Contact Addresses/Phone Numbers/Websites

Southeastern Oklahoma State University Human Resources 1405 N 4 th Avenue Durant, OK 74701-0609	580-745-2162 http://www.se.edu/HR/
Oklahoma Teachers' Retirement System PO Box 53524 2801 North Lincoln Boulevard Oklahoma City, OK 73152	1-877-738-6365 http://www.ok.gov/trs http://www.ok.gov/TRS/Retired_Clients/Returning_to_Work_After_Retirement.html .
SS Administration 121 South 12th Durant, OK 74701	1-866-495-0042 (local) 1-800-772-1213 (nationwide) http://www.ssa.gov/SSA_Home.html
TIAA-CREF 730 Third Avenue New York, NY 10017-3206	Counseling-1-800-842-2776 Retirement Planning-1-888-842-7782 www.tiaa-cref.org
ING One Orange Way Windsor, CT 06095-4774	1-800-584-6001 OK2retire.com
Blue Cross Blue Shield of Oklahoma Group Health/Dental/Pharmacy PO Box 3283 Tulsa, OK 74102-3283	Health-1-800-672-2567 Rx-1-877-546-2779 Dental-1-888-381-9727 http://www.BCBSOK.com/OKHEEI
Group Life Insurance The Lincoln National Life Insurance Co. P.O. Box 2616 Omaha, NE 68103-2616	Phone: 1-800-423-2765 Fax: 1-877-573-6177 ClientServices@LFG.com
HealthSmart Benefit Solutions, Inc. 10303 East Dry Creek Road, Suite 200 Englewood, CO 80112	1-800-525-8056
UnitedHealthcare (UHC) PO Box 29045 Hot Springs, AR 71903	Senior Supplement-1-800-851-3802 Rx-1-888-556-6648
Vision Service Plan (VSP) PO Box 45295 San Francisco, CA 94145-0295	1-800-877-7195 http://www.vsp.com