



BENEFITS AT RETIREMENT CHECKLIST

__ Attend an ASU Pre-Retirement seminar

__ Notify your department in writing

__ Contact your plan representative (ASRS, ORP, PSPRS)

__ Contact Social Security Administration (if applicable)

MEDICAL – ASU COVERAGE ENDS AT RETIREMENT

- Retain or decline coverage under ADOA Benefit Options Program.
- Elect or decline coverage with ASRS. Once with ASRS, cannot change to ADOA.

DENTAL – ASU COVERAGE ENDS AT RETIREMENT

- Retain or decline coverage under ADOA Benefit Options Program.
- Elect or decline coverage with ASRS (includes vision). Once with ASRS, cannot change to ADOA.

VISION - ASU COVERAGE ENDS AT RETIREMENT

- Retain or decline coverage under ADOA Benefit Options Program.

OPEN ENROLLMENT FOR RETIREE HEALTH BENEFITS

- ADOA Benefit Options Program will mail information to you each year for coverage changes effective October 1.
- ASRS will mail information to you each year for coverage changes effective January 1.

FLEXIBLE SPENDING ACCOUNTS (FSA)

- If you are eligible for continuation of your Health Care FSA, you will receive COBRA information from ASI.
- Without COBRA continuation, expenses incurred after your retirement date are not eligible for reimbursement.

LIFE INSURANCE – COVERAGE ENDS AT RETIREMENT

- Standard Life Insurance** (through 9.30.09)
- May port or convert within 31 days of retiring
 - Call ASU Benefits Office to request application

- Hartford Life Insurance** (effective 10.1.09)
- May port or convert within 31 days of retiring
 - Call ASU Benefits Office to request application

- Aetna Life Insurance**
- May convert to whole life within 30 days of retiring
 - If you have at least 10 years at ASU and have had Aetna for the last 5 years, you may retain \$5,000 and \$2,000 for your spouse at group rate.
 - If you have at least 15 years at ASU and have had Aetna for the last 5 years, the university provides \$5,000 for retiree and \$2,000 for your spouse.
 - Call ASU Benefits Office to request application

- ReliaStar Life Insurance**
- Retain as an individual plan to age 75
 - Convert to whole life within 30 days
 - Call **800.955.7336, x23403**

SHORT- and LONG-TERM DISABILITY COVERAGE ENDS AT RETIREMENT

- If you are receiving disability benefits, contact your carrier when you retire.

LONG-TERM CARE INSURANCE

- Call **UNUM | 800. 237.7736** to continue coverage and request direct pay options

403(b) AND/OR 457(b) PLAN

- Contact your vendor representative to discuss options

VACATION LEAVE – Refer to SPP 702-01

- Vacation is paid out, up to one year's accrual.

SICK LEAVE – Refer to SPP 701-01 or ACD 702-02

- A % of sick leave is paid if you have 500-1500 hours.
- Administered by State of Arizona, General Accounting Office.

AUTO & HOME INSURANCE

- Call **MetLife Auto & Home | 800.438.6387** to retain and discuss direct payment options.

ARIZONA STATE CREDIT UNION

- Call **480.965.4426** for information.

*COMPUTER ACCOUNTS

- Automatically continues upon retirement.

*PARKING

- Call **480.965.6124** to retain parking permit.
- Fees apply.

*SUN CARD

- To get Retiree Sun Card, you must go to Sun Card Office AFTER your retirement date.

*STUDENT RECREATION CENTER

- Call 480.965.8900 for membership information.
- Fees apply.

*TUITION WAIVER - Refer to SPP 505

- Available to retiree, spouse and dependents.

*UNIVERSITY CLUB

- Call **480. 965.0700** for membership information.
- Fees apply.

EMERITUS COLLEGE

- Call **480.965.0002**

ASU RETIREES ASSOCIATION

- Call **480.965.7668**
ONLINE: asura.asu.edu

*Must be ASU Retiree to qualify