Benefits at Retirement Checklist

____ Attend an ASU pre-retirement meeting
____ Notify your department in writing
____ Contact your retirement plan (ASRS, Fidelity, TIAA-CREF)
____ Give to the Valley of the Sun United Way

HEALTHCARE COVERAGE ENDS AT RETIREMENT
☐ Elect or decline ADOA coverage within 30 days of retiring.
☐ Submit form to ASU HR Benefits.
☐ Elect or decline ASRS coverage within 30 days of retiring.
☐ Submit form to ASRS.
☐ Once with ASRS, you cannot change to ADOA.

OPEN ENROLLMENT FOR RETIREE HEALTHCARE
☐ ADOA and ASRS may mail information to you each fall.
☐ Contact either agency if you don’t receive info by Nov. 1.

FLEXIBLE SPENDING ACCOUNTS END AT RETIREMENT
☐ If you are eligible to continue your Healthcare FSA, you will receive COBRA information from ASIFlex.
☐ You cannot continue your Child/Adult Day Care FSA.
☐ Call ASIFlex 800-659-3035 for information.

HEALTH SAVINGS ACCOUNT ENDS AT RETIREMENT
☐ Call PayFlex 888-678-8242 for information.

LIFE INSURANCE COVERAGE ENDS AT RETIREMENT
Aetna Basic, Supplemental* and/or Dependent Life Insurance
☐ May convert within 30 days of retiring.
☐ Call ASU HR 855-278-5081 to request the application.

Hartford Basic, Supplemental and/or Dependent Life Insurance
☐ May port or convert within 31 days of retiring.
☐ Call ASU HR 855-278-5081 to request the application.

* Aetna Retiree Life Insurance. If you are enrolled in Aetna Supplemental Life Insurance at retirement, and you have completed:
☐ At least 10 years of service, you are eligible for $5,000 on your life, $2,000 on your spouse’s life and $1,000 on each eligible dependent child’s life at group premium rates.
☐ At least 15 years of service, ASU pays the premium for $5,000 on your life, $2,000 on your spouse’s life and $1,000 on each eligible dependent child’s life.

SHORT- AND LONG-TERM DISABILITY COVERAGE ENDS AT RETIREMENT
☐ If you are receiving disability benefits, contact your disability carrier before you retire.

VACATION LEAVE
☐ Refer to Staff Personnel Policy 702-01 or Academic Affairs Policy 704-01.

SICK LEAVE
☐ Refer to Staff Personnel Policy 701-01 or Academic Affairs Policy 702-02.
☐ The Retiree Accumulated Sick Leave Program (RASL) pays a percentage of accrued sick leave if you meet all eligibility criteria.
☐ Submit original forms to ASU HR Benefits within 150 days of retirement.

VOLUNTARY RETIREMENT PLANS
☐ Contact your investment provider to discuss your options.

LONG-TERM CARE INSURANCE
☐ Unum: Call 800-227-4165 to request direct pay options.
☐ Prudential: Will continue to bill you. Call 800-732-0416 for info.

METLIFE AUTO & HOME® INSURANCE
☐ Call 800-438-6388 to request home billing.

EMERITUS COLLEGE
☐ Call 480-965-0002 or visit emerituscollege.asu.edu.

ASU RETIREES ASSOCIATION
☐ Call 480-965-7668 or visit asura.asu.edu.

ARIZONA STATE CREDIT UNION
☐ Call 800-671-1098 or visit azstcu.org.

VALLEY OF THE SUN UNITED WAY
☐ Brochure available at ASU pre-retirement meetings
☐ Sign up online at vsuw.org/retire or mail form

**COMPUTER ACCOUNTS
☐ Automatically continues for 50 years upon retirement.

**PARKING AND TRANSIT SERVICES
☐ Call 480-965-6124 or visit cfo.asu.edu/pts.

**QUALIFIED TUITION REDUCTION PROGRAM
☐ Available to retirees, spouses and eligible dependent children
☐ Call 855-278-5081 or visit cfo.asu.edu/hr-reducedtuition

**RETIREE SUN CARD
☐ Visit a Sun Card Office after your final pay date.

**SUN DEVIL FITNESS COMPLEX
☐ Call 480-965-8900 or visit fitness.asu.edu/ (Fees apply).

**UNIVERSITY CLUB
☐ Call 480-965-0701 or visit cfo.asu.edu/uclub (Fees apply).

**Must be an ASU Retiree to qualify

HR Benefits Design and Management
Revised Sept, 29, 2015