# Retiree Benefits Checklist

## Getting started:
- Notify department in writing of your intent to retire
- Contact your retirement plan to begin the retirement income process
- Elect or decline ADOA retiree health care
- Give to Valley of the Sun United Way

## Mandatory retirement plans

**Prior to retiring,** you must begin the process to receive retirement income from your state-authorized retirement system.
- ASRS: 602-240-2000
- Fidelity: 800-343-0860
- TIAA: 800-842-2776

Tenured, tenure-track, and multi-year faculty and continuing, continuing-track, and multi-year academic professionals:
- Request emeritus status from your dean.
- Contact the Emeritus College at 480-965-0002 or emerituscollege.asu.edu for information.
- Your department must complete and submit a Retirement/Resignation/Emeritus Status Form to the Provost’s Office during the semester in which you plan to retire or resign.

## Voluntary retirement plans
- Contact your investment provider for 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.

## ASU Retirees Association
- Call 480-965-7668 or visit asura.asu.edu.

## OneAZ Credit Union
- Call 844-663-2928 or visit oneazcu.com.

## Valley of the Sun United Way
- Brochure available at ASU Finalizing Your 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**

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### *Health care coverage*

Elect or decline care coverage within 30 days of retiring.
- ADOA: Submit forms to ASU HR Benefits.
- ASRS: Submit form to ASRS.

### Open enrollment for retiree health care

Information is mailed to enrolled retirees. If not received by November 1, contact the applicable agency:
- ADOA: 602-542-5008 or benefitoptions.az.gov

### *Flexible spending accounts*

- Health Care FSA: May be eligible to continue under COBRA. Call ASIFlex at 800-659-3035 for information.
- Child/Adult Day Care FSA: Cannot be continued after retirement.

### Health savings account

- Your HSA is portable. After you retire, you may keep it with PayFlex -subject to fees, move the balance to another HSA administrator or roll it over to a new HSA. Call PayFlex at 888-678-8242 for information.

### *Life insurance coverage*

You may continue your basic, supplemental and/or dependent life insurance.
- The Hartford must be ported or converted within 31 days of retiring.
  - Call ASU HR 855-278-5081 to request an application.
- Securian must be ported or converted within 31 days of retiring.
  - Log on to lifebenefits.com/continue to obtain forms.
    - Policy number: 70316 | Access key: ASU
- Securian Retiree Life Insurance: If enrolled in Securian Supplemental Life Insurance at retirement, you may be eligible for Securian Retiree Life Insurance - $5,000 on your life, $2,000 on your spouse’s life and $1,000 on each eligible dependent’s life:
  - At least 10 years of service? You pay the premium at group rates.
  - At least 15 years of service? ASU pays the premium.

### *Short- and long-term disability coverage*

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

### Sick leave

- Refer to Staff Personnel Policy 701-01 or Academic Affairs Policy 702-02
- The Retiree Accumulated Sick Leave Program pays a percentage of accrued sick leave - must meet eligibility criteria.
- Submit original completed forms to ASU HR Benefits within 150 days of retirement.

### Vacation leave

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

*Ends at midnight on the last day of the pay period in which you are actively employed or on payroll.*

Office of Human Resources | Benefits Design & Management

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