



BENEFITS AT RETIREMENT CHECKLIST

- ___ Attend an ASU Pre-Retirement seminar
- ___ Contact your retirement plan representative (ASRS, ORP, PSPRS)
- ___ Enroll or Decline medical, dental, vision under ADOA or ASRS

- ___ Notify your department in writing
- ___ Contact Social Security Administration (if applicable)
- ___ Complete and submit the RASL application (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 that will be effective January 1.
- ASRS will mail information to you each year for coverage changes that will be 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

- Hartford Basic or Supplemental Life Insurance (effective 10/1/09)
- May port or convert within 31 days of retiring
 - Call ASU Benefits Office at (855) 278-5081 to request the application

- Aetna Basic or Supplemental Life Insurance
- May convert to whole life within 30 days of retiring
 - Call ASU Benefits Office at (855) 278-5081 to request the application

- Aetna Supplemental Life Insurance
- If you have at least 10 years at ASU and have Aetna at time of retirement, 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 Aetna at the time of retirement, the university provides \$5,000 for retiree and \$2,000 for your spouse.

SHORT/LONG TERM DISABILITY – COVERAGE ENDS AT RETIREMENT

- If you are receiving disability benefits, contact your carrier at the time of your retirement.

LONG TERM CARE INSURANCE

- Call UNUM at (800) 237-7736 to continue coverage and request direct pay options
- Prudential will remain on direct bill. 800-732-0416

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

- Contact your vendor representative to discuss your 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 percentage of sick leave is paid if you have 500-1500 hours.
- RASL - 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

- Call The Emeritus College 480.965.0002 for information.

ASU RETIREES ASSOCIATION

- Call (480) 965-7668 or visit their website at <http://asura.asu.edu>.

*Must be ASU Retiree to qualify