Retiree Benefits Handbook

Have you:

_____ Contacted Social Security, if applicable?
_____ Contacted your retirement plan?
_____ Notified your department in writing?
Retirement income
Eligible ASU employees are participants in one of the following retirement systems or plans: Arizona State Retirement System, Optional Retirement Plan and Public Safety Personnel Retirement System. Six to 12 months before you retire, contact your retirement plan to inquire about your retirement income options. Contact info is on page 10.

Arizona State Retirement System
Throughout the year, the ASRS conducts meetings and webinars to help members prepare for retirement. Log in to your ASRS account for details.

- Within three years of retirement:
  - Schedule a Route 3: Destination in Sight meeting on the ASRS secure site.
- Within one year of retirement:
  - Request a personalized benefit estimate.
  - Review spousal consent requirement.
  - Schedule a Know Your Insurance meeting on the ASRS secure site.
- Within six months of retirement:
  - Gather needed information for your retirement application, such as retirement date, bank information for direct deposit, tax withholding allowances and exemptions and service purchase information for partial lump sum, if applicable.
  - Schedule a Route 4: Next Exit, Retirement on the ASRS secure site.
  - Send copy of driver’s license, birth certificate or passport for your beneficiary, if electing joint and survivor annuity option, through a secure message on your myASRS account.
  - Send a copy of spousal consent waiver, if applicable, through a secure message on your myASRS account.
  - Submit retirement application, federal and state tax elections on your myASRS account.
  - Verify myASRS account accuracy online. Complete beneficiary information, address, phone number and email address.
- Within three months of retirement:
  - Complete online ASRS medical and dental insurance enrollment application on your myASRS account, if you want coverage offered by ASRS.

Online | 602-240-2000

Optional Retirement Plan
Contact your investment company or its financial advisor. Provide them with the following:

Personal information:
- Name and address
- Social Security number
- Spouse, if applicable, or co-annuitant's name and date of birth

Retirement information:
- Date you want retirement payments to start
- How much you want to receive each month
Public Safety Personnel Retirement System
Contact OHR Benefits. We will prepare an estimate of benefits, assist you with completing the application forms and providing required marriage licenses, birth certificates and obtaining Local Board approval.

Arizona University System Voluntary 403(b) and State of Arizona Deferred Compensation 457(b) Plans
Contact your investment company or its financial advisor to request information and forms to withdraw or rollover your account balance.
Social Security and Medicare benefits
When you retire, you can begin to receive monthly Social Security payments as early as age 62. However, retirement payments received prior to age 65 are reduced. That reduction is permanent, and payments will not increase when you reach age 65. Payments can also be made to a spouse age 62 or older.

<table>
<thead>
<tr>
<th>Year of birth</th>
<th>Normal retirement age</th>
</tr>
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<tbody>
<tr>
<td>1937 and prior</td>
<td>65</td>
</tr>
<tr>
<td>1938</td>
<td>65 and two months</td>
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<tr>
<td>1939</td>
<td>65 and four months</td>
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<tr>
<td>1940</td>
<td>65 and six months</td>
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<td>1941</td>
<td>65 and eight months</td>
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<td>1942</td>
<td>65 and 10 months</td>
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<td>1943 to 1954</td>
<td>66</td>
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<tr>
<td>1955</td>
<td>66 and two months</td>
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<td>1956</td>
<td>66 and four months</td>
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<td>1957</td>
<td>66 and six months</td>
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<tr>
<td>1958</td>
<td>66 and eight months</td>
</tr>
<tr>
<td>1959</td>
<td>66 and 10 months</td>
</tr>
<tr>
<td>1960 and later</td>
<td>67</td>
</tr>
</tbody>
</table>

Note:
- Persons born on Jan. 1 of any year should refer to the normal retirement age for the previous year.
- Widows and widowers whose entitlement is based on having attained age 60 should add two years to their year of birth to determine benefit reductions for early retirement.

Provide them with the following:
Personal information:
- Birth certificate
- Military discharge papers if you had military service
- Proof of U.S. citizenship or lawful alien status, if you, a spouse or child applying for benefits, were not born in the U.S.
- The name of your financial institution, the routing number and your account number, so that benefits can be deposited directly into your account.
- Social Security number
- W-2 forms or self-employment tax return for last year

Family information:
- Children’s birth certificates and Social Security numbers (for children’s benefits).
- Spouse’s birth certificate and Social Security number, if your spouse applies for benefits.

Make an appointment to visit any Social Security office at least three months prior to your retirement date.

Online | 800-772-1213
Medicare is our country’s health insurance program for people age 65 or older or disabled. The program helps with the cost of health care, but it does not cover all medical expenses or the cost of most long-term care. Medicare has four parts: Hospital insurance (Part A), medical insurance (Part B), Medicare Advantage (Part C) and prescription drug coverage (Part D).

Online | Phone 800-MEDICARE (800-633-4227) toll-free
Retiree insurance programs
As a retiree, you are eligible to elect medical, prescription, dental and vision coverage offered by two state of Arizona agencies, as long as you receive a pension or retirement income benefit from ASRS, ORP or PSPRS.

Arizona Department of Administration Benefit Options Program
- You must enroll no later than 31 days after your retirement date. Thereafter, you may enroll during any open enrollment period or within 31 days of a qualified life event.
- If you decline all coverage (medical, dental and vision) through ADOA either at the time of retirement or in the future, you may not be eligible to enroll in that ADOA plan in the future.
- If you have declined or cancelled either or both ADOA’s medical and dental coverage in the past, but have maintained either coverage through ADOA, you may be eligible to re-elect either or both plans during open enrollment.
- EPO medical plan networks: Aetna, BlueCross BlueShield of Arizona, CIGNA and United Healthcare
- PPO medical plan networks: Aetna, BlueCross BlueShield of Arizona and United Healthcare
- Dental plans: Delta Dental of Arizona and Total Dental Administrators (Arizona and Utah residents only)
- Vision plan: Avesis (requires either or both medical and dental coverage with ADOA)

Arizona State Retirement System
- You must enroll in the ASRS plan no later than 31 calendar days after your retirement date. Thereafter, you may enroll during any open enrollment period or within 31 days of a qualified life event.
- Once you elect all coverage (medical and dental) with ASRS, you cannot elect ADOA retiree health benefits at any time in the future.
- United Healthcare medical plans for non-Medicare eligible retirees: Choice and Choice Plus PPO
- United Healthcare medical plans for Medicare eligible retirees: Group Medicare Advantage HMO and Senior Supplement

If you are age 65 or older when you retire, Medicare will be your primary medical insurance and pay claims first.

For more information about retiree health insurance options, attend an ASU “Finalizing Your Retirement” meeting conducted by OHR Benefits.
ASRS Retiree Premium Benefit Program

To help offset the cost of medical and dental insurance (not vision), a monthly premium benefit is provided for retired ASRS and PSPRS members. This benefit is not available to participants in the Optional Retirement Plan. The subsidy amount is determined by:

1) you and your dependent's eligibility for Medicare
2) your level of coverage
3) your years of service with ASRS or PSPRS

You may be eligible for this subsidy if:
- You elect ADOA or ASRS retiree medical or dental coverage.
- Your spouse has coverage with any ASRS employer plan and you become a dependent on that plan. If you retired before Aug. 2, 2012, twice a year you may request a “Reimbursement of Medical or Dental Cost” form from OHR Benefits.
- You have five or more years of ASRS or PSPRS service and will receive a monthly benefit.

Aetna Group Term Life Insurance

Three options are available at the time of retirement:

1) You may port or convert your Aetna Basic, Supplemental or Dependent Life insurance to an individual policy at a premium rate applicable to your risk class and your present age. Aetna must receive your application form within 31 days after your group policy ends. Contact OHR Benefits to request the application form.

2) If you have been continuously employed by ASU for at least 10 but less than 15 years and enrolled in Aetna Supplemental Life Insurance at the time of retirement from ASU, you may retain a $5,000 policy and pay premiums annually at the group rate. Amounts over $5,000 may be converted as outlined in 1) above. This policy also provides for $2,000 policy on your spouse and a $1,000 policy on eligible dependent children, if they precede you in death. You will receive a letter from OHR Benefits informing you if you are eligible for this benefit.

3) If you have been continuously employed by ASU for at least 15 years and enrolled in Aetna Supplemental Life Insurance at the time of retirement from ASU, the university will pay the premium for a $5,000 policy for you. Amounts over $5,000 may be converted as outlined in 1) above. This policy also provides for $2,000 policy on your spouse and $1,000 policy on eligible dependent children, if they precede you in death. You will receive a letter from OHR Benefits informing you if you are eligible for this benefit.

The Hartford

When you retire, you may convert your Hartford Basic, Supplemental or Dependent Life insurance to an individual policy. The Hartford must receive your application within 31 days after your group policy ends. If you retire before age 65, you may elect portability of your coverage and your dependent coverage. The Hartford must receive your portability application within 31 days after your policy ends. Contact OHR Benefits to request the application form.
Retiree Benefits Handbook

Retiree Accumulated Sick Leave Program
RASL offers state of Arizona employees the opportunity to receive a payment of unused sick leave at separation. To be eligible, the employee must meet all of the following requirements:

- Complete and return the Retiree Accumulated Sick Leave (RASL) Program Application and Certification Form (GAO-SL-50), University Checklist and tax withholding forms (W4 and A4) to the Arizona Department of Administration, General Accounting Office within 180 calendar days following the effective retirement date. Both the retiree and employer sections must be completed before submission to the General Accounting Office.
- Establish a retirement date from an authorized retirement system that is effective within 31 calendar days after the date of termination from state employment (the retiree must have an effective retirement date on file with an authorized state retirement system).
- Have an accumulated sick leave balance of 500 or more hours at the date of termination from employment.
- The accumulated sick leave hours must be available for use at the time of termination.

Information regarding this benefit can be found [online](#).

ASU Retiree Benefits
You must meet [ASU retirement eligibility criteria](#) to receive the following university retiree benefits:

ASU Retirees Association
ASURA was officially founded in April 1991. Members are retired ASU faculty, staff, academic professionals and administrators.

ASURA’s purpose:
- Advocate on behalf of retired ASU personnel to ensure that they receive maximum retirement benefits
- Communicate membership concerns to representatives of the university, legislators, state government agencies and other groups affecting the welfare of retired persons
- Facilitate continuing contributions by members to the furtherance of the objectives of ASU and continuing consideration by ASU of retirees in policies relating to course registration, entertainment events and other programs offered at a discount to ASU personnel
- Sponsor educational, charitable, service and other programs for ASURA members.

Member benefits include opportunities to attend educational and social events organized by ASURA and to receive the ASURA newsletter, Prime Times.

There are no special discount privileges afforded to ASURA members by the university or ASURA. ASURA does not currently provide retirement consultation or have a speaker's bureau.
The information in this handbook is intended to provide a brief overview of retiree benefits. It is not binding and is subject to change at any time. Please read applicable ASU policies and plan documents for complete information.

Athletic event discount tickets
If you purchased season tickets for five or more consecutive years at the staff discount, you are eligible for the discount after retirement.

Computer accounts
The computer accounts office will automatically continue your existing email account for your lifetime.

Equipment purchase
Review Property Control System Manual (PCS) 1009: Sale of University Property to a Retiring or Exiting University Employee.

Gammage event discount tickets
Visit Gammage, click on “asu community,” and enter password SUNDEVIL.

OneAZ Credit Union
Call Member Services at 844-663-2928 or email.

Parking
If you wish to retain your current parking permit, contact Parking and Transit Services to arrange for payment of the balance due. If you do not wish to retain your permit, turn it in to PTS to avoid being billed for the balance.

Qualified tuition reduction program
Retirees, their spouses and dependent children may continue to receive reduced registration fees under the same terms and fee schedule as eligible faculty and staff.

Sun Card
Take your ASU Sun Card to the Sun Card Office on your campus after your retirement date and final pay date. You will be issued a new ID that designates you as retired staff. Your new card can be used for identification purposes and will entitle you to discounts and privileges available to retirees.

Sun Devil Fitness Complex
You may continue membership or become a member.

University Club
You may continue membership or become a member.

Verizon Wireless
The ASU-Verizon contract does not provide a retiree discount. However, if an ASU employee is receiving the 15 percent employee discount, it will continue to apply after retirement until the account is audited by Verizon.
Contact List for Retiree Benefits

OHR Benefits
Employee services: 855-278-5081
Faculty services: 480-727-9900
Retirement secure fax: 480-993-0008

Arizona Department of Administration
Benefit Services Division
602-542-5008

Arizona State Retirement System
3300 N. Central Ave.
Phoenix, AZ 85067
602-240-2000
Mailing Address:
PO Box 33910
Phoenix, AZ 85067

ASU Retirees Association
480-965-7668

Emeritus College
480-965-0002

Fidelity Investments
800-343-0860

Gammage Events
480-965-3434
Password: SUNDEVIL

Medicare

MetLife (Auto & Home Insurance)
800-438-6387

Nationwide Retirement Solutions
602-266-2733 or 800-796-9753

One AZ Credit Union
844-663-2928

Parking and Transit Services
480-965-6124

Public Safety Personnel Retirement System
Contact OHR Benefits

Retiree Accumulated Sick Leave (RASL)
State of Arizona General Accounting Office
Marla Grossman, Program Coordinator
602-542-6222

Social Security Administration
800-772-1213

Sun Card offices
Downtown: 602-496-0348
Polytechnic: 480-727-1762
Tempe: 480-965-2273
West: 602-543-5000

Sun Devil Fitness Complex
480-965-8900

The Hartford (Life Insurance)
866-712-3443

TIAA
800-842-2776

University Club
480-965-0700

UNUM (Long-term Care Insurance)
800-237-7736

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