## 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
- Attend an ASU Finalizing Your Retirement meeting
- Attend a Review Session for help completing forms
- Contact Social Security Administration, if applicable

### Health care coverage
- Elect or decline health 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 visit.
  - ASRS: 602-240-2000 or visit.

### Flexible spending accounts (FSAs)
- 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 (HSA)
- 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. Call ASU HR 855-278-5081 to request an application.
  - The Hartford must be ported or converted within 31 days of retiring.
  - Aetna must be ported or converted within 30 days of retiring.
  - Aetna Retiree Life Insurance: If enrolled in Aetna Supplemental Life Insurance at retirement, you may be eligible for Aetna 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 (RASL) 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.

### 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 visit 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.

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

### Valley of the Sun United Way
- Brochure available at ASU Finalizing Your Retirement meetings. Sign up online or mail form.

### Computer accounts
- Automatically continues for 50 years upon retirement.

### Parking and transit services
- Call 480-965-6124 or visit.

### Qualified tuition reduction program
- Available to retirees, spouses and eligible dependent children. Call 855-278-5081 or visit.

### Retiree Sun Card
- Visit a Sun Card Office after your final pay date.

### Sun Devil Fitness Complex
- Call 480-965-8900 or visit (fees apply).

### University Club
- Call 480-965-0701 or visit (fees apply).

*Must be an ASU retiree to qualify

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

Office of Human Resources I Benefits Design & Management

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