

# Retiree benefits checklist

## Getting started

1. Attend an [ASU Finalizing Your Retirement](#) meeting.
2. Notify your department in writing of your intent to retire.
3. Contact your retirement plan to begin the retirement income process.
4. Elect or decline retiree health care.
5. Contact Social Security Administration, if applicable.

Note: Health care, FSA, life insurance, short-and-long term disability coverage end midnight on the last date of the pay period in which you are employed or on payroll.

### Health care coverage

Elect or decline coverage within 30 days of retiring.

- ADOA: Submit forms directly to ADOA.
- ASRS: Enroll online through your myASRS account.

### Open enrollment for retiree health care

Information is mailed to enrolled retirees. If not received, contact the applicable agency:

- ADOA: 602-542-5008 or [benefitoptions.az.gov](http://benefitoptions.az.gov)
- ASRS: 602-240-2000 or [azasrs.gov](http://azasrs.gov)

### 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 Optum (subject to fees), move the balance to another HSA administrator or roll it over to a new HSA. Call Optum at 866-610-4839 for information.

### Life insurance coverage

You may continue your basic, supplemental and/or dependent life insurance.

- ADOA Life must be ported or converted within 31 days of retiring.
  - Call Securian at 866-365-2374 to request an application.
    - ✓ Policy number 34681
- ASU Life must be ported or converted within 31 days of retiring.
  - Log on to [lifebenefits.com/continue](http://lifebenefits.com/continue) to obtain forms.
    - ✓ Policy number 70316 | Access key: arizonastateuniv
- Securian Retiree Life Insurance: If enrolled in ASU 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 (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 [emerituscollege.asu.edu/](http://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.

### Farmers Insurance (formerly MetLife Auto & Home® insurance)

- ✓ Call 800-438-6388 to request home billing.

### ASU Retirees Association

- ✓ Call 480-965-7668 or visit [asura.asu.edu](http://asura.asu.edu).

### Valley of the Sun United Way

- ✓ Brochure available at ASU Finalizing Your Retirement meetings. Sign up online at [vsuw.org/retire](http://vsuw.org/retire) or mail form.

### Computer accounts — must be an ASU retiree

- ✓ Go to [asura.asu.edu/your-asu-email-address](http://asura.asu.edu/your-asu-email-address) for information.

### Parking and transit services — must be an ASU retiree

- ✓ Call 480-965-6124 or visit [cfo.asu.edu/pts](http://cfo.asu.edu/pts).

### Qualified tuition reduction program — must be an ASU retiree

- ✓ Available to retirees, spouses and eligible dependent children. Call 855-278-5081 or visit [cfo.asu.edu/reduced-tuition](http://cfo.asu.edu/reduced-tuition).

### Retiree Sun Card — must be an ASU retiree

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

### Sun Devil Fitness Complex — must be an ASU retiree

- ✓ Call 480-965-8900 or visit [fitness.asu.edu/](http://fitness.asu.edu/). Fees apply.

### University Club — must be an ASU retiree

- ✓ Call 480-965-0700 or visit [cfo.asu.edu/uclub](http://cfo.asu.edu/uclub). Fees apply.