



## UNIVERSITY BENEFITS AT RETIREMENT

**E-mail, CIS, W-2's, Paystubs** – Upon retirement you will lose access to the University CIS page, University E-mail, paystubs and W-2's. You should verify and update if necessary, your mailing address, phone number and personal e-mail address in CIS before your last day of employment. The contact information in CIS will be used for any future University correspondence. If you need any information from these resources (ex: copies of previous paystubs, W-2's or personal e-mails) it is suggested you retrieve them before your last day of employment.

\* **Note:** The W-2 for your current year of employment will be mailed to the address on file in the University system.

**Retirement Savings** – If you are or were enrolled in the Utah Retirement Systems (**URS**) Retirement Savings Plan, contact URS at (801) 366-7700 and make an appointment to discuss your options prior to retirement.

If you are enrolled in the **401(a)** Defined Contribution Retirement Savings Plan, you may retain your retirement account with the current administrator. If you wish to take distributions or roll-over your account you may do so after a 32-day waiting period from the date of retirement. For additional information, contact the Solutions Center at (801) 581-7447.

If you are enrolled in the University's **403(b) and/or 457(b)** Supplemental Retirement Savings Plans, you may retain your account with the current administrator. If you wish to cash out or roll-over your account, contact the administrator for forms and information. There is a 32-day waiting period from your date of separation:

**TIAA** (800) 842-2009

**Fidelity Investments** (800) 343-0860

**Tuition Reduction** – Your eligibility for tuition reduction benefits will continue for you, your spouse and unmarried dependents. Once retired you will no longer have access to apply for tuition reduction through the online U-Benefits Portal. You must fill out and send in a paper [form](#) to HR for each semester you wish to receive reduction.

**Health/Dental Coverage** – Employee coverage will continue through the last day of the pay period in which you are separated from your employment with the University. If you are an eligible retiree, you have the option to enroll in health/dental coverage through the University in the Retiree Health Care Plan. Dental coverage is only available for up to 18 months. Contact your Benefits Specialist at (801) 581-7447 prior to your retirement date for information and enrollment forms.

**Leave Balances** – If you are a staff member, your remaining vacation leave, up to the maximum defined in University Policy, will be paid to you following your retirement (usually within one pay period). Vacation hours in excess of the maximum will not be paid out. The maximum equals your present accrual x 12 (months) + 240 hours. For example, an employee with an FTE of 1.0 accruing 10 hours per month would be paid out a maximum of 360 hours--10 x 12 (months) + 240, which equals 360 hours. Sick leave and personal preference are not paid out.

**Accidental Death and Dismemberment** – If you were enrolled in AD&D coverage at the time of your separation and wish to continue coverage through an individual policy, you must request conversion and pay your first premium within 31 days of your separation date. Contact the UHRM Solutions Center at (801) 581-7447 as soon as possible if you wish to continue this coverage.

**Flexible Spending Accounts** – Eligible health care expenses incurred through your last day of active employment may be reimbursed from your Health FSA. Requests for reimbursement must be submitted on or before December 31 following the end of each Plan Year. Amounts remaining in your account after that date will be forfeited.

**Legal Plan** – If you are enrolled at the time of your separation and wish to continue coverage for up to 12 months, contact MetLife Legal **within 30 days** of your separation date at (800) 821-6388.

**Life Insurance** – You may continue any life insurance coverage you have at the time of your retirement through an individual policy. You must apply for a conversion policy and pay the first premium within **31 days of your separation date**. Contact the Solutions Center at (801) 581-7447 as soon as possible for information if you wish to continue your life insurance.

**Disability Insurance** – Retirees not eligible for conversion.

**Farmers/Liberty Home and Auto** – Contact Farmers at (877) 638-7515 or Liberty at (800) 524-9400 to make arrangements to continue or cancel coverage.

**University Human Resource Management**

250 East 200 South, Suite 125, Salt Lake City, Utah 84111

Phone: (801) 581-7447

Email: [benefits@utah.edu](mailto:benefits@utah.edu) / Web: [www.hr.utah.edu/benefits](http://www.hr.utah.edu/benefits)