

# STEPS TO RETIREMENT

## FIVE YEARS PRIOR TO RETIREMENT

- Attend the Emeritus College's annual Retirement Seminars where valuable information is distributed and retirement and pre-retirement experiences of faculty are shared. Call (404) 712-8834 for information.
- Attend events on retirement issues and benefits offered through Human Resources.
- Request your Personal Earning and Benefit Estimate Statement from Social Security. Call 1(800) 772-1213 or access [www.ssa.gov](http://www.ssa.gov).
- Develop a network of peers who are willing to discuss their experiences with choices they made in retirement planning and selection of advisers.
- Begin to think about post-retirement use of time, second careers, part-time work, possible relocation, long-term commitments other than work—such as family, friends, community, and health and fitness.
- Schedule an appointment with your Benefits Specialist at (404) 727-7613 to review your benefits coverage available through Emory at retirement. Find out when you can make changes, add/delete dependents, or make payments.
- Review your retirement plan asset allocations, long or short-term goals, and distribution options.

**Fidelity** (800) 343-0860 [www.fidelity.com/atwork](http://www.fidelity.com/atwork)  
**TIAA/CREF** (800) 842-2888 [www.tiaa-cref.org](http://www.tiaa-cref.org)  
**Vanguard** (800) 523-1188 [www.vanguard.com](http://www.vanguard.com)

## FOUR YEARS PRIOR TO RETIREMENT

- Continue to research and consider such thoughts as:
- Use of time; join an organization or group to try it out.
  - Possible relocation by visiting a destination at various times of the year or planning an extended vacation.
  - Part-time work, second careers, or consulting.
  - Experiencing the flavor and lifestyle of retirement by building a network of persons and contacts who are already retired.
  - Long-term commitments other than work, such as family, friends, health, fitness and community.
  - Attend the annual Retirement Seminar and share thoughts with your colleagues. Call (404) 712-8834 for information.

## THREE YEARS PRIOR TO RETIREMENT

- Review your insurance coverage to see what is portable and what will end at retirement. Current information is available from the Benefits Department at (404) 727-7613 or [www.hr.emory.edu/benefits](http://www.hr.emory.edu/benefits).
- Continue to consider and become involved in free-time activities, fitness activities, vocations, classes, volunteering.
- Attend programs sponsored by the Emeritus College (including the Retirement Seminar), Emory Healthcare, Human Resources, and your local senior center.

## TWO YEARS PRIOR TO RETIREMENT

- Make preliminary decisions about your post-retirement use of time. Discuss with your department chair/dean/director ideas for continuing research, teaching activities, or part-time work. Gather information on phased retirement.
- Attend the Retirement Seminar to obtain updated information on retirement processing and share experiences with colleagues. Call (404) 712-8834 for information.
- Before age 65 contact Medicare for healthcare coverage. Call 1(800) 772-1213.
- Request illustrations of your retirement distribution options from TIAA-CREF, Fidelity, and/or Vanguard.
- Give more serious thought to relocation, family and community commitments.
- Take time to review health care and projected costs for medication. Talk with family members, peers, associates.
- Decide if you need to change health plans during Emory's annual open enrollment period.
- Attend health-education seminars offered through Emory Healthcare or at your local hospital.

## ONE YEAR PRIOR TO RETIREMENT

- Locate your birth certificate, SS#, and, if applicable, marriage certificate (or divorce decree) and most recent W-2 to present when you apply for Medicare and Social Security. Access Medicare at 1 (800) 772-1213, [www.medicare.gov](http://www.medicare.gov).
- Inform department chair/dean/director of intended retirement date. Finalize plans for phased retirement and/or post-retirement teaching, research, or part-time work.
- Don't forget to attend the Retirement Seminar one last time! Call (404) 712-8834.

## SIX MONTHS PRIOR TO RETIREMENT

- Finalize decisions on insurance coverage. Schedule an appointment with your benefits specialist ((404) 727-7613) to get acquainted and begin retirement processing.
- Nine-month faculty should consider receiving their summer paychecks in one lump sum in order to begin drawing social security.

## THREE MONTHS PRIOR TO RETIREMENT

- Finalize your retirement plan distribution decisions.
- Request forms from TIAA-CREF, Fidelity and/or Vanguard.
- Apply for Social Security **3 months before you want benefits to start.** (800) 772-1213.
- Request information on Medicare Parts A and B three months before age 65.
- Contact One-Exchange to enroll for Post-65 Retiree Medical Plan. (855) 241-5720
- Begin to inform appropriate organizations of address changes
- Inform Emory affiliated clubs and organizations of your intended retirement if your retirement affects membership status.
- Faculty and senior administrators should contact the Emeritus College (404) 712-8834 about membership information.

## ONE MONTH PRIOR TO RETIREMENT

- Review your paycheck stub and arrange to cancel any reductions or deductions, such as credit union loans. Call appropriate offices.
- Schedule an appointment with your Benefits Specialist (404) 727-7613) to continue healthcare and other insurance and to review other retiree benefits.

*Retired faculty and senior administrators:  
Join the Emeritus College for its annual*

*Fall Reception!*

*Visit [emory.edu/emertitus](http://emory.edu/emertitus) for details.*

*Have a joyful and  
creative retirement!*

Attachment A

# Free or Discounted Programs

- Access to Emory email account.....(404) 727-7777
- Admission to Cultural and Athletic Events:  
Ticket Office.....(404) 727-8425
- Alumni Travel.....(404) 727-6479
- Blomeyer Health Fitness Center.....(404) 727-4600
- Emory Continuing Education.....(404) 727-6000  
(classroom access for retirees with disabilities)
- Osher Lifelong Learning Institute (OLLI)  
Academy for Retired Professionals  
Educational Travel  
Senior Education
- Courtesy Scholarship.....(404) 727-1202
- Discount Program (Sparkfly).....(800) 687-2359
- Emory Card .....(404) 727-1753
- Emory Alliance Credit Union.....(404) 329-6415
- Emory Main Number.....(404) 727-6123
- Libraries.....(404) 727-6872
- Retiree Lifetime Parking Permits.....(404) 727-7275
- University Bookstore.....(404) 727-6222
- University Media Relations.....(404) 727-6216
- Woodruff Physical Education Center.....(404) 727-6547  
or (404) 727-6551

Emory University Emeritus College was established in 2001 to develop programs that facilitate the continued involvement of retired faculty in the life of the university and to enhance their opportunities for continued growth during their retirement years.



EMORY UNIVERSITY

Emeritus College



EMORY UNIVERSITY

Human Resources

## Eligibility for Retirement:

Minimum age of 55

Minimum of 10 years of service

Combination of age plus service must equal 75

## Important Contact Information

- Aetna - Pre-65 POS Medical  
[www.aetna.com/docfind/custom/emory](http://www.aetna.com/docfind/custom/emory)
- Dental (877) 238-6200
- HSA & POS Medical Plans (800) 847-9026
- One-Exchange - Post-65 HRA (855) 241-5720  
[www.medicare.oneexchange.com/emory](http://www.medicare.oneexchange.com/emory)
- Emeritus College (404) 712-8834  
[www.emory.edu/emmeritus](http://www.emory.edu/emmeritus)
- Emory WorkLife Resource Center (404) 727-8000  
[www.worklife.emory.edu](http://www.worklife.emory.edu)
- Faculty-Staff Assistance Program (404) 727-4328  
[www.fsap.emory.edu](http://www.fsap.emory.edu)
- Fidelity Investments (800) 343-0860  
[www.fidelity.com/atwork](http://www.fidelity.com/atwork)
- Human Resources Benefits (404) 727-7613  
[www.hr.emory.edu/eu/benefits](http://www.hr.emory.edu/eu/benefits)
- CVS/caremark (Pre-65 Prescription Drug Plan) (866) 601-6935  
[www.caremark.com](http://www.caremark.com)
- Social Security (800) 772-1213  
[www.medicare.gov](http://www.medicare.gov)
- TIAA/CREF (800) 842-2888  
[www.tiaa-cref.org](http://www.tiaa-cref.org)
- The A.I. Group (Medical Billing) (678) 367-3107  
Dental and Pre-65 Retiree Medical Billing
- The Standard Life Insurance (866) 756-8118  
[www.Standard.com](http://www.Standard.com)
- Vanguard (800) 523-1188

# Steps to Retirement For Faculty

**A Timeline\* and Step-by-Step Guide to Assist with your Transition into Retirement**

*It's never to early to begin planning!*

This preparation guide lists matters you should consider as you approach retirement. It is not a substitute for individual retirement planning, nor does Emory offer any specific legal, tax, or retirement planning advice.

Emory University Emeritus College  
825 Houston Mill Road N.E.  
Atlanta, GA 30329  
(404) 712-8834  
[www.emory.edu/emmeritus](http://www.emory.edu/emmeritus)

Emory University Human Resources  
1599 Clifton Road N.E.  
Atlanta, GA 30322  
(404) 727-7613  
[www.hr.emory.edu/eu/benefits](http://www.hr.emory.edu/eu/benefits)

## USGRC Communications Committee

**Motion**

USGRC Meeting - March 4, 2016

At the October 23, 2015, USGRC meeting, the Communications Committee presented its Recommendations, which are appended to the minutes of that meeting. After discussion, the Committee's Recommendations were tabled to the next meeting and are therefore on the floor for discussion at the March 4, 2016, USGRC meeting. The Committee wishes to express its thanks to the USG Retiree Council members and the USG System Office staff for their review and insightful suggestions for improvements to the Committee's Recommendations. Based on the feedback the Committee has received, the Communication Committee makes the following motion:

**A. The USG Retiree Council endorses the proposal to exploit modern electronic technologies to create USG- and institution-level communications networks, including the suggested implementation plan proposed by the USG System Office.**

1. *The USG Retiree Council thanks the USG System Office for reviewing the Communication Committee report, already setting up a USGRC listserv and proactively initiating several actions aligned with the Committee's report outlined below.*
2. *The USG Retiree Council recognizes that each institution maintains retiree contact information in the Human Resources/Payroll System which includes current mailing address, phone number and e-mail address. We commend the University System for proactively taking the following actions:*
  - *Recommend to institution HR office that at retirement, new contact information based on their retirement is collected from the retiree, and give instructions to the retiree on who to contact if any of their contact information changes. [It would be helpful if the contact information collected from retirees/covered spouses included alternative contacts, in the event that the retiree/covered spouse is no longer in charge of his/her affairs. These contacts might include younger family members, powers or attorney or others who do not live in the retiree's household. This would, hopefully, provide an alternative postal address to reach retirees/covered spouses and those in charge of their affairs with an alternative address for certified mail.]*
  - *Recommend to institution HR office mailing reminders to retirees annually*
  - *In the near term, the system office will recommend that each institution create a listserv for retirees. If this is not possible, the system HR office will work with SSC to create a report that each institution can run that contains retiree e-mail addresses. When information needs to be sent to retirees, the System HR office will provide the communication template and ask that the institutions run the report and send the communication by e-mail to their retirees and send by regular mail.*

*We appreciate the Systems office concerns that a listserv requires someone to maintain, monitor, and respond to the posts. Some institutional HR offices may not have the resources to administer a listserv.*

- Planning in the longer term to move administration and communications of retiree benefits to a central location and be standardized for all retirees. This will ensure the timing and content of retiree communications is the same for all retirees. The central location will communicate to all USG retirees via e-mail and regular mail using the contact information in the HR/Payroll System. In addition to the communications, one central call center will handle all retiree questions/issues relating to contact information, benefits enrollment and eligibility, premium payment, etc.*
- Working to standardize retiree benefits communications and for creating a USG retiree website/webpages where the most up-to-date information is being posted about retiree benefits and for recommending that all institutional HR websites redirect retirees to the USG webpages for questions about retiree benefits coverage. For the short term for questions about retiree billing and premiums, the USG website could redirect retirees to SSC, for ADP institutions, GA Tech, UGA or Augusta University. Once the process is standardized across all institutions, this information will be added to the USG Benefits website. One click access to retiree benefits pages will be available from the USG website.*

**B. The USG Retiree Council endorses the proposal to encourage the development of institution-level retiree organizations linked to the USG Retiree Council, including the suggested implementation plan proposed by the USG System Office.**

- 1. The USG Retiree Council commends the USG System Office for proactively taking actions to:*
  - Continue encouraging each institution to establish an institutional retiree organization that links with the USGRC and for assisting in connecting institutions without such an organization with institutions that have strong organizations to help them build and develop their own organizations. We are thankful that the USG System Office remains committed to building a culture at our institutions and across the USG in which retirees are valued and their welfare is promoted and fostered.*
  - The Systems office further observes that retirees will continue to engage with their institution through retiree organizations, which could be developed and supported through the institutional Foundation, Academic Affairs or HR office.*
- 2. The USG Retiree Council will work with the USG System Office to encourage the development of vibrant, effective retiree organizations at each institution of the University System. Each institution's retiree organization is entitled to select its institution's representative on the USG Retiree Council.*
- 3. The USG Retiree Council members will work with their respective retiree organizations to assist retirees becoming an officially recognized as part of each institution's governance structure, for example, by liaison representation to faculty and staff governance bodies, similar to the liaison representation between the USG Retiree Council and the USG Faculty Council and USG Staff Council.*

Presented by the Communication Committee: Dennis Marks, Barbara Price and Brahm Verma

Pre-Retirement Counseling  
Clayton State University

When an employee schedules a pre-retirement counseling session with HR, the Benefit Specialist sends the faculty or staff member an electronic copy of the *Clayton State University Retiree Handbook*. The handbook contains information on the following:

- Definition of Retiree
- Automatic Data Processing (ADP)
- Group Insurance Coverage
- Teachers Retirement System of Georgia (TRS)
- Optional Retirement Plan (ORP)
- Procedures for Retiring
- Employment after Retirement
- Retiree Perks
- Clayton State Retiree Organization (CSRA)
- Emeritus Perks

During the pre-retirement counseling session, the Benefit Specialist discusses the following:

- TRS/ORP Retirement Guidelines
- Health Insurance
  - Retirees Over 65
    - Medicare
    - AON
  - Retirees Under 65
    - USG Plan Options
  - Spouse & Dependent Coverage
- Life Insurance Changes @ Retirement
- Dental & Vision Coverage
- Election to Continue USG Benefits (ADP Login Information)
- Election to Continue Campus Email
- Clayton State Retiree Association (CSRA)

After the pre-retirement counseling session, the retiree is encouraged to utilize the following online resources:

- USG Retiree Benefits Website - [http://www.usg.edu/hr/benefits/retiree\\_benefits](http://www.usg.edu/hr/benefits/retiree_benefits)
- USG Retiree Checklist - [http://www.usg.edu/hr/benefits\\_docs/USG\\_Retiree\\_Checklist\\_%28FINAL%29.pdf](http://www.usg.edu/hr/benefits_docs/USG_Retiree_Checklist_%28FINAL%29.pdf)
- Medicare Part A & B Enrollment - [http://www.usg.edu/hr/benefits\\_docs/Medicare\\_You\\_2016.pdf](http://www.usg.edu/hr/benefits_docs/Medicare_You_2016.pdf)
- CSU Retiree Handbook - <http://www.clayton.edu/csra/Retiree-Information>

UGA Pre-Retirement Counseling Suggestions (via The Grumpy <sup>Retiree</sup> ~~Professor~~ Facebook page)

- USG Health Benefits
  - Medicare
  - Social Security
  - Medicare Supplements
    - Medicare Advantage
    - Medigap
    - Medicare Part D
  - Use of AON Retiree Health Exchange website
  - Use of Medicare.gov (identification of publicly available options)
  - USG Requirements to Maintain HRA Eligibility
- AON Pharmacy Plans
- Auto Reimbursement
- List of AON Plans Comparable to 2014-15 USG Retiree Health Plans
- Medicare Eligible Spouse Coverage
- VA Eligibility

UC Berkeley Pre-Retirement Course

- Emotionally Preparing for Retirement and Yin and Yang of Retirement
- UC Retirement Benefits
- Retirement Income and Financial Planning
- Social Security and Work-Life Transition

Other Pre-Retirement Training Topics

- Retirement Options (regular, phased, early)
- Transitioning to Retirement
- Personal Fulfillment in Retirement
  - Academic/Research Opportunities
  - Continuing Education
  - Volunteer Opportunities
  - Travel Programs
  - Hobbies
  - Social Interaction
- Estate Planning
- Financial Planning
- Health & Wellness

# Pre-Retirement Planning Course - Spring 2016:

February 10, 2016  
February 17  
February 24  
March 2

Planning to retire from full time work? Are you ready? Our Pre-Retirement Planning (PRP) program guides employees through four afternoons of classes that cover everything from retirement benefits to work-life transitions and is offered twice a year in the Fall and Spring.

Traditionally, pre-retirement planning programs emphasized the employee benefits and financial factors related to retirement planning. Our dynamic and collaborative PRP focuses not only on these important issues, but also more personal issues such as work-life transitions, emotional preparedness and new or part-time employment

**All classes are from 2:00 - 4:30 pm. Location provided upon registering.**

## **EMOTIONALLY PREPARING FOR RETIREMENT AND YIN AND YANG OF RETIREMENT**

Welcome and Introduction, Cary Sweeney, Director, UC Berkeley Retirement Center

Emotional Readiness for Retirement, Leslie C. Bell, Ph.D., LCSW, CEAP, Employee Assistance Counselor, Care Services for Faculty and Staff, University Health Services, Tang Center Retiree Panel, Retiree Staff and Faculty Panel, Yin and Yang of Retirement

## **UC RETIREMENT BENEFITS**

Maximizing Your UC Benefits in Retirement, UC Office of the President Retirement Administrative Services Center Representative

## **RETIREMENT INCOME AND FINANCIAL PLANNING**

Fidelity Investments and Your Plan, Laura Crymble, Retirement Counselor, Personal and Workplace Investing, Fidelity Investments

Financial Planning for Retirement, Richard Faw, CFA, FSA, CAIA, FRM, President and Founder Setarcos Investment Advisors LLC

## **SOCIAL SECURITY AND WORK-LIFE TRANSITION**

What Social Security Can Do For You, Angellica Yi, Social Security Administration

Called Back to Service at Cal and Employment Transitions Employment Program, Janet Suko, Benefits Manager, Human Resources and Linda Lundberg, Lead, Transition Services

Post Academic Employment, Angelica Stacy, Associate Vice Provost for the Faculty and Heather Archer, Assistant Vice Provost for Academic Personnel

Presentation

Slides: [https://drive.google.com/drive/folders/0B\\_CFNX9arbLyfjhBZEJhWHkzMzFkbIVC\\_amFNWUJkV0JCyY1SaW9TbzM2U0M0OEhsajFZaUE](https://drive.google.com/drive/folders/0B_CFNX9arbLyfjhBZEJhWHkzMzFkbIVC_amFNWUJkV0JCyY1SaW9TbzM2U0M0OEhsajFZaUE)(link is external)

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*"Retirement can be scary because of the unknown. These sessions helped me realize what I can do to prepare, and took away many unknowns. Of course, it also makes me realize how much I still need to do, but at least I 'know' what I need to do!" --  
Katherine Loyd, IST Applications Programmer, PRP participant Spring 2013*

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## Program Information

### **Who should attend?**

PRP is optimal for UCB and LBNL faculty, academics and staff planning to retire in five years, but is valuable to anyone expecting to do so in the next one-to-five years. There is no hard-and-fast rule on when an employee should start thinking about retirement planning. Most who have participated in PRP since its inception in 2002 have been 1-5 years from their retirement date.

### **Background**

As early as 1999, the Retirement Center recognized a need for a comprehensive program to assist faculty, academics and staff from UC Berkeley and the Lawrence Berkeley National Laboratory with the process of planning for their life after full time employment. The PRP program aims to help attendees plan and implement a successful strategy for their next chapter.

With expert faculty, PRP modules complement and build upon each other; all modules are applicable to faculty, academics and staff. This program is free of charge to active faculty, academics and staff of UC Berkeley and Lawrence Berkeley National Laboratory.

<http://retirement.berkeley.edu/prp>