

**NEW RETIREES BENEFITS****Benefits - Retirees**

## Insurance Coverage

- UT Select Medical / Prescription Drug Coverage (at age 65, UT Select Part D Rx)
  - Basic Coverage/Includes \$6,000 Group Term Life Insurance.
- Vision
- Dental
- Life Insurance

**Retirement**

- Voluntary Retirement Plans available for “Return to work Retirees”
  - Tax-Sheltered Annuity Program (TSA) – 403(b)
    - Traditional
    - Roth
  - Deferred Compensation Plan (DCP) – 457(b)
    - Traditional
    - Roth

- *Contact TRS if planning to work after retirement.*

**Additional Benefits**

- BLUE 365 Member Discount Program
- 24/7 Nurseline
- Living Well Program
- Silver Sneakers Program
- Create Your Will Online
- Fraud and Identity Theft Prevention / Credit Monitoring

**To Review Retiree Benefits and UT Eligibility, Visit:**

<http://www.utsystem.edu/offices/employee-benefits/retired-employee-insurance>

<http://www.utsystem.edu/offices/employee-benefits/eligibility-retired-employee>

**Instructions for the Employee Separation due to Retirement Checklist**

As an employee who is separating from UTRGV, we have created an employee separation checklist to assist you in completing your separation with the UTRGV (you may review this checklist with your supervisor to coordinate with the completion process; this form is for your records).

Below are the instructions for the separation checklist.

The supervisor will enter the employee separation on ePAF and indicate "Retirement" as the reason for separation.

*\*Please note that the supervisor is responsible for completing the separation form.*

**Employee Separation due to Retirement Checklist****Benefits Checklist for Employee Separation due to Retirement**

Health Benefits:

Enrollment/Change Application for Retired Employees received

Retirement:  Received TRS form 18: Request for Estimate of Retirement

Contact TRS for your retirement account options to 1-800-223-8778

Or

if enrolled in ORP, submit Optional Retirement Program Declaration of Retirement

Remaining Sick Leave Balance:

Donated to Sick Leave Pool

Direct Sick Leave Donation – Donor Form

Remaining Vacation Leave Balance (Staff):

Vacation Payout

Defer to a DCP 457(b) Traditional or Roth account:  All  Partial

Defer to a TSA 403(b) Traditional or Roth account:  All  Partial

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## Benefits Checklist for Employee Separation

### Teacher Retirement System (TRS)

- Complete and submit a [Request for Estimate of Retirement Benefits form \(TRS 18\)](#). You may submit this form online if you are retiring within 12 months, or print the form from this website, complete it manually, and mail it to TRS.
- As soon as you receive your retirement estimate and packet, review the information carefully. If service and salary data on your estimate(s) does not agree with your records, notify TRS immediately.
- Complete the documents provided in your retirement packet, following the instructions in the packet.
- Complete UT Benefits Enrollment/Change Application for Retirees
- Submit Benefits Enrollment/Change Application for Retirees and “Notice of Final Deposit Before Retirement” form (TRS 7) to the Office of Human Resources within 31 days of your retirement date. The TRS reporting official at your place of employment must complete this form and mail it to TRS after the final TRS deposit has been made.
- It is recommended that you speak to a TRS representative for additional questions by calling 1-800-223-8778.

### Optional Retirement Program (ORP)

Employees in ORP are vested after 1 year and 1 day of participation in ORP.

- Contact your Optional Retirement Program (ORP) provider
- Complete the ORP Declaration of Retirement\*
- Complete UT Benefits Enrollment/Change Application for Retirees\*
- Submit completed forms to the Office of Human Resources within 31 days of your retirement date.\*

*\*Contact local Benefits Office*

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<http://www.utsystem.edu/offices/employee-benefits/eligibility-retired-employee>

**Sick Leave Hours**

- You may donate remaining sick leave hours to the Sick Leave Pool (see HOP ADM 04-604); the Sick Leave Pool (SLP) donation form is attached (complete and email to [benefits@utrgv.edu](mailto:benefits@utrgv.edu)) or submit to the Human Resources office
- Or you may also donate hours to a specific recipient, who has previously applied for SLP hours and has exhausted the hours awarded (please see the Sick Leave Pool Donor form attached for agreement requirements; if donating to a recipient, please complete and email the form to [benefits@utrgv.edu](mailto:benefits@utrgv.edu) or submit to the Human Resources office)

**Employee Separation Process Continued**

- Complete and submit your timecard (timecards that are not completed may cause a delay on the vacation settlement); If the employee has separated and no longer has access to Oracle to complete the timecard, a paper timecard will need to be submitted to the supervisor or to HR at [hr@utrgv.edu](mailto:hr@utrgv.edu)
- Return any/all equipment
- Return any/all procurement/travel cards to your supervisor (your supervisor will forward them to the Purchasing Office.
- Submit all keys (to vehicles or buildings) to the Facilities Operations Dept.
- Have contacted and received clearance from the Library and Campus Police, of any outstanding fees/checked out items

**Health Benefits**

- Active Employee benefit coverage will end at the end of the month following separation  
Example: if separating on 01/05/17, benefits end on 01/31/2017 (if separation date is 01/31/17, benefits will end on 01/31/17)
- Retiree benefits will begin on the 1<sup>st</sup> of the following month, after last day of employment

*Please contact Benefits at [benefits@utrgv.edu](mailto:benefits@utrgv.edu) or at the phone numbers listed below, if you have any questions.*

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<http://www.utsystem.edu/offices/employee-benefits/eligibility-retired-employee>