ARE YOU LOOKING INTO RETIREMENT?
Are you eligible?

Option One

An individual who was employed at a UT System institution in a benefits-eligible position during August 2003 and subsequently retires from the System is eligible for benefits as a retired employee if:

1. The individual meets the **Rule of 80 (total of age plus years of creditable state service equals or exceeds 80)**, or the individual is at least age 55 with five (5) years of creditable state service; and
2. The individual has **at least three (3) years** of service with the System for which the individual was eligible to participate in the Program; and
3. The individual’s last place of state employment before retirement was with a System institution; and
4. The individual retires from System under the jurisdiction of the Teacher Retirement System of Texas (TRS); the Employees Retirement System of Texas (ERS); or the Optional Retirement Program (ORP) established by Chapter 830, Government Code or any other federal or state statutory retirement program to which the System has made employer contributions.
Are you eligible?

Option Two

An individual who was: 1) not employed in a benefits-eligible position during August 2003, and 2) not yet retired or already eligible to retire under the above rules during August 2003, is eligible for benefits as a retired employee if:

1. The individual meets the Rule of 80 (total of age plus years of state service credit equals or exceeds 80) with at least ten (10) years of creditable state service, or is at least age 65 with ten (10) years of total state service credit; and
2. The individual has at least ten (10) years of service with the System; and
3. The individual’s last state employment before retirement was with an institution of the System; and
4. The individual retires under the jurisdiction of the Teacher Retirement System of Texas (TRS); the Employees Retirement System of Texas (ERS); or the Optional Retirement Program (ORP) established by Chapter 830, Government Code or any other federal or state statutory retirement program to which the System has made employer contributions.
What is considered UT Service Credit?

When the employee is in a Benefits-eligible position at least 90 days during an academic year at a UT institution = One year of credit service.
What you need to know:

• Once you have decided on your expected retirement date, please contact our office. We ask that you notify us 90 days in advance of your target date.

• If you are a TRS Member, please complete and mail out the TRS 18 form.

• If you are an ORP Member, it is recommended that you contact your ORP vendor to discuss your options.

• Are you 65 years of age or older? Have you enrolled in Medicare?
What’s our process?

The employee will contact a benefits representative to inquire about retirement.

Benefits representative will request employment history from our records office.

Once employment history has been obtained, benefits rep. will make calculations to determine eligibility for UT System Retirement.

Benefits Representative will review eligibility for Retirement. If eligible, we will submit for approval.

Director of Human Resources will evaluate your Retirement Request.

Once approved a Benefits representative will be contacting you.

**Please note the overall process can take 3-4 weeks**
I am eligible for retirement, what do I do next?

Once your retirement request has been approved by the Director of Human Resources.

• Benefits Representative will meet with you to explain documentation that will need to be completed and submitted prior to your retirement date.

• You will need to complete your retiree insurance enrollment in myUTBenefits within 31 days of your retirement date.

Ensure you have shared with your supervisor or department your plans for retirement at least three months in advance so that he/she can plan accordingly.

• **Our office does not contact your department to inform them about your plans.**
TRS - Purchasing service credit

If you have any unpaid service credit that you wish to purchase, please indicate those that apply on the TRS 18 form when sending the form to TRS.

Example: To purchase service credit for State Sick and/or Personal Leave Service (requires 50 days or more, or 400 hours or more of accumulated state sick and/or personal leave). If you purchase service credit it could increase your monthly annuity.

View [TRS Purchasing Service Credit brochure](#) to assist you with this decision.
Optional Retirement Program (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 our Benefits Office
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) 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 or submit to the Human Resources office).

Vacation Leave Balance

• Vacation Leave balance will be paid out to you in the same method you receive payment on your final work paycheck.

• Or you may defer all or a portion of your vacation leave balance to voluntary retirement account TSA 403(b) or DCP 457(b).
Voluntary Retirement Plans

UT Saver TSA 403b
5 Years of Service Catch up: If you have 15 years of UT System service, and your previous deferrals in the UTSaver TSA have averaged less than $5,000 per year, you may defer up to an additional $3,000. The additional deferral may not exceed a lifetime maximum of $15,000.

UT Saver DCP 457b
Special Catch-up: If you are within three years of the taxable year in which you attain normal retirement age, you may be able to contribute up to an additional $22,500 per year. Eligibility for this special catch-up provision is dependent upon your unused elective deferrals for the prior years you were eligible to participate in a 457(b) plan and must be calculated by your Benefits Office. The Age 50 Catch-up and the Special Catch-up may not be used simultaneously.

Deferred annual leave payment to voluntary plan limits. Federal income tax will not be withheld for the amount you defer, however, deductions for Social Security and Medicare will be withheld.
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.
Employee Separation due to Retirement Checklist

Benefits Checklist for Employee Separation due to Retirement

Health Benefits:
   _____ Enrollment/Change 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
   _____ Deferred to a DCP-457(b) account: _____ All _____ Partial
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) do not agree with your records, notify TRS immediately.

• Complete the documents provided in your retirement packet, following the instructions in the packet.

• Complete your retiree benefits election changes

• 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.
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 PeopleSoft to complete the timecard, a paper timecard will need to be submitted to the supervisor or HR at hr@;

• Return any/all equipment

• Return any/all procurement/travel cards to your supervisor

• 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.
What benefits am I eligible for?

As a retired employee, UT and the State of Texas will pay 100% of your premiums for the basic coverage package, and up to 50% of the premiums for your dependents' medical coverage. **You are responsible for all optional coverage premiums.**

<table>
<thead>
<tr>
<th>MEDICAL/PHARMACY FOR RETIREE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFE COVERAGE $10,000</td>
</tr>
</tbody>
</table>

**No monthly out of pocket expense**
Voluntary Benefits Eligible Dependents

- Your spouse
- Your child(ren) under age 26
- Stepchildren
- Adopted children
- Your grandchild under age 26, if the child qualifies
- Certain children over age 26, only if to be medically incapacitated and are unable to provide their support
Health Benefits

- Active Employee benefits 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 1st of the following month, after the last day of employment.
Voluntary Benefits – Medical

<table>
<thead>
<tr>
<th>PLAN YEAR 2022-2023</th>
<th>EMPLOYEE</th>
<th>EMPLOYEE &amp; SPOUSE</th>
<th>EMPLOYEE &amp; CHILD(REN)</th>
<th>EMPLOYEE &amp; FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT SELECT Medical FULL-TIME</td>
<td>$0</td>
<td>$290.70</td>
<td>$304.04</td>
<td>$572.46</td>
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</tbody>
</table>
### Dental Plan Monthly Premium

<table>
<thead>
<tr>
<th>PLAN 2022-2023</th>
<th>EMPLOYEE</th>
<th>EMPLOYEE &amp; SPOUSE</th>
<th>EMPLOYEE &amp; CHILD(REN)</th>
<th>EMPLOYEE &amp; FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT SELECT Dental</td>
<td>$28.52</td>
<td>$54.14</td>
<td>$59.66</td>
<td>$84.84</td>
</tr>
<tr>
<td>UT SELECT Dental Plus</td>
<td>$61.40</td>
<td>$116.60</td>
<td>$128.66</td>
<td>$183.30</td>
</tr>
<tr>
<td>DeltaCare USA Dental HMO</td>
<td>$8.80</td>
<td>$16.74</td>
<td>$18.50</td>
<td>$26.40</td>
</tr>
</tbody>
</table>
Voluntary Benefits – Vision

<table>
<thead>
<tr>
<th>PLAN 2022-2023</th>
<th>EMPLOYEE</th>
<th>EMPLOYEE &amp; SPOUSE</th>
<th>EMPLOYEE &amp; CHILD(REN)</th>
<th>EMPLOYEE &amp; FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Vision</td>
<td>$5.02</td>
<td>$7.90</td>
<td>$8.10</td>
<td>$12.84</td>
</tr>
<tr>
<td>Superior Vision Plus</td>
<td>$7.64</td>
<td>$11.98</td>
<td>$12.82</td>
<td>$18.10</td>
</tr>
</tbody>
</table>
## Voluntary Benefits – Life

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>Benefit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retired Employee Voluntary GTL</td>
<td>$7,000, $10,000, $25,000, $50,000, $100,000</td>
</tr>
<tr>
<td>Dependent Spouse Voluntary GTL*</td>
<td>$3,000</td>
</tr>
<tr>
<td>AGE OF SUBSCRIBER</td>
<td>RATE PER $1,000 COVERAGE</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>15 -34</td>
<td>$0.035</td>
</tr>
<tr>
<td>35 - 39</td>
<td>$0.045</td>
</tr>
<tr>
<td>40 - 44</td>
<td>$0.059</td>
</tr>
<tr>
<td>45 - 49</td>
<td>$0.092</td>
</tr>
<tr>
<td>50 - 54</td>
<td>$0.142</td>
</tr>
<tr>
<td>55 - 59</td>
<td>$0.221</td>
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<tr>
<td>60 - 64</td>
<td>$0.345</td>
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<tr>
<td>65 - 69</td>
<td>$0.616</td>
</tr>
<tr>
<td>70 - 74</td>
<td>$0.713</td>
</tr>
<tr>
<td>75 - 79</td>
<td>$0.884</td>
</tr>
<tr>
<td>80 and over</td>
<td>$1.549</td>
</tr>
</tbody>
</table>
Additional Benefits

- BLUE 365 Member Discount Program
- 24/7 Nurse line
- Living Well Program
- Silver Sneakers Program
- Create Your Will Online
- Fraud and Identity Theft Prevention / Credit Monitoring
Additional Blue Cross Blue Shield Benefits

- L2L - https://www.utsystem.edu/offices/employee-benefits/living-well/stress-less/learn-live
Important Information about UT FLEX

"Use it or lose it."

These UT FLEX spending account plans are “use it or lose it" plans.

Any amounts you do not use prior to your retirement date will be forfeited, so it is very important to plan carefully.
UT Benefits Billing

Payment's deductions will be completed by UTBB Office

Below are payment methods, which are listed in order of preference by the Benefits Office:

- Enroll TRS Annuity Deductions (TRS members only)
- Enroll ACH Payments

Ensure you make your first payment manually:

- Via online by visiting: http://www.texas.gov/utbb
- Checks (Include your BID)
- Contacting (855) 688-2455
- Mailing a check to UT System Lockbox
  P.O. Box 732206  Dallas, TX 75373-2206

**Note your auto-draft payments will be effective the following month.**
UT SELECT/UT Care and Medicare

• **Important**: If you still **working** and age 65 or older, you must contact Social Security at least 90 days in advance of your retirement date. If you are already **retired**, you must contact Social Security at least 90 days in advance of turning age 65.

• All retirees and dependents of retirees who are enrolled in UT SELECT and Medicare Part A and Part B will be enrolled into the UT CARE plan, when they become Medicare-eligible (65 yrs. old).

• If retired before turning 65, retirees and their covered dependents should each enroll in Medicare Part A and Part B, 90 days before their 65th birthday. Part A and B will be active on the first of the month in which the individual is turning 65 yrs. old.

• Employees who work beyond their initial Medicare-eligibility date, typically at age 65, will enroll into UT CARE and Medicare Part A and Part B at retirement along with any covered Medicare-eligible dependents. **Important** – You may incur a penalty from Medicare if you delay signing up for Part B when you are first eligible, typically when you are both retired and age 65. If you stay enrolled in active employee coverage after age 65, the penalty may be waived under Medicare rules.
The UT CARE Medicare PPO plan (UT CARE) is an Open Access Medicare Advantage PPO plan for Medicare-eligible retirees and Medicare-eligible dependents of retirees. This plan continues to be provided by Blue Cross and Blue Shield of Texas.

UT CARE is an Open Access Medicare Advantage PPO plan that does not require the use of a network provider for coverage. Your benefit levels are the same if you use a Blue Cross and Blue Shield network or non-network provider. You may seek care from any providers nationwide that accept Medicare and agree to submit claims to BCBSTX. We recommend that you confirm with providers that they will accept your UT CARE plan and file claims with us BCBSTX.

It is important to note that the UT Care Medicare PPO plan is the sole insurer and is not paying as a secondary insurance as it did prior to 12/31/22 under UT Select.
UT Care Enrollment and what to expect

1. Medicare Approval
You will be automatically enrolled in UT CARE. Even if you already have a Medicare plan, Medicare must approve your enrollment in this plan before you are officially a member. This generally takes about 10 business days. Remember, you must be a retiree enrolled in Medicare Part A and Part B to be eligible for this plan.

2. Acknowledgment and Confirmation Letters
These letters let you know the status of your UT CARE enrollment. Within 10–14 days of receiving your enrollment BCBSTX will send you an acknowledgment letter. It explains that BCBSTX has received your information and are waiting for Medicare to approve your eligibility. After Medicare approves, you’ll get a confirmation letter followed by your member ID card.

3. Member ID Card
Always show your BCBSTX ID card when you visit a doctor or other place for care. Information on the ID card helps the provider file your claim with us.

4. Welcome Kit
This usually arrives after your UT CARE member ID card and contains a welcome guide, evidence of coverage benefit insert and information to help you get the most from your plan.
Medicare resources

When should I apply?

• You should sign up for Medicare three months before reaching age 65, even if you are not ready to start receiving retirement benefits.

• With their online application, you can sign up for Medicare Part A (Hospital Insurance) and Part B (Medical Insurance). Because you must pay a premium for Part B coverage, you can turn it down.
Medicare resources

You can also apply:

- By phone – Calling 1-800-772-1213 from 7a.m. to 7p.m. Monday through Friday. If you are deaf or hard of hearing, you can call 1-800-325-0778.

- Once you are approved on Medicare and you have obtained your Medicare ID number, contact Blue Cross and Blue Shield at 1-866-882-2034 and provide them with your Medicare Member ID.
Medicare resources

<table>
<thead>
<tr>
<th>Part A costs:</th>
<th>What you pay in 2023:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium</td>
<td>$0 for most people (because they or a spouse paid Medicare taxes long enough while working - generally at least 10 years). If you get Medicare earlier than age 65, you won’t pay a Part A premium. This is sometimes called “premium-free Part A.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part B costs:</th>
<th>What you pay in 2023:</th>
</tr>
</thead>
</table>
| Premium      | $164.90 each month (or higher depending on your income). The amount can change each year. You’ll pay the premium each month, even if you don’t get any Part B-covered services.  
Who pays a higher Part B premium because of income? [1]  
You might pay a monthly penalty if you don’t sign up for Part B when you’re first eligible for Medicare (usually when you turn 65). You’ll pay the penalty for as long as you have Part B. The penalty goes up the longer you wait to sign up. Find out how the Part B penalty works and how to avoid it. |

For more information
https://www.medicare.gov/basics/costs/medicare-costs
Social Security offers an online retirement application that you can complete in as little as 15 minutes.

**Apply for Retirement Benefits**

Questions can be directed to 866-964-6486.

In most cases, once your application is submitted electronically, you're done. Social Security will process your application and contact you by telephone or by mail if any further information is needed.
Returning to work after retirement

TRS Members

• Part Time - One calendar month after retirement date
• Full time - Must observe a break–in-service of 12 consecutive calendar months following retirement.

• ORP Members

• No break in service required

*If you are a TRS retiree, you must contact TRS if you are planning to work after retirement*
Voluntary Retirement Plans available for “Return to work Retirees”

- **Tax-Sheltered Annuity Program – 403(b)**
  - Traditional
  - Roth

- **Deferred Compensation Plan (DCP) – 457(b)**
  - Traditional
  - Roth

*If you are a TRS retiree, you must contact TRS if you are planning to work after retirement*
Additional Videos

UT System Retirement Planning Guide
https://www.youtube.com/watch?v=UOjVo_yC9Ak&t=7s

UT Saver: UT Retirement Voluntary Retirement Program
https://www.youtube.com/watch?v=ImDgb6DvC4E&t=1s

Group Term Life Benefits for Retirees
https://www.youtube.com/watch?v=fNm5qmlB3Ms

UT Benefits Annual Enrollment 2022-23: Highlights for Retired Employees
https://www.youtube.com/watch?v=zccnlUzX7aE

UT Care Medicare PPO Plan Overview
https://www.youtube.com/watch?v=saHGi25a1ck
Benefits Contact Information
http://www.utrgv.edu/hr/benefits/index.htm

Omar Perez
Senior Benefits Representative
Office: (956) 665-7465
Fax: (956) 665-3289
omar.perez@utrgv.edu

Simi Chowdhury
Senior Benefits Representative
Office: (956) 882-7808
Fax: (956) 665-3289
simi.chowdhury01@utrgv.edu

Rolando Segovia
Benefits Representative
Office: (956) 665-3020
Fax: (956) 665-3289
rolando.Segovia@utrgv.edu

Zwelky McCall
Benefits Representative
Office: (956) 665 - 2491
Fax: (956) 665-3289
zwelky.mccall01@utrgv.edu

Dr. Trini Yunes – Leadership contact
Director of Human Resources
and Project Manager HCM
Office: (956) 665-7959
trini.yunes@utrgv.edu
Thank you