



**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

2 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?

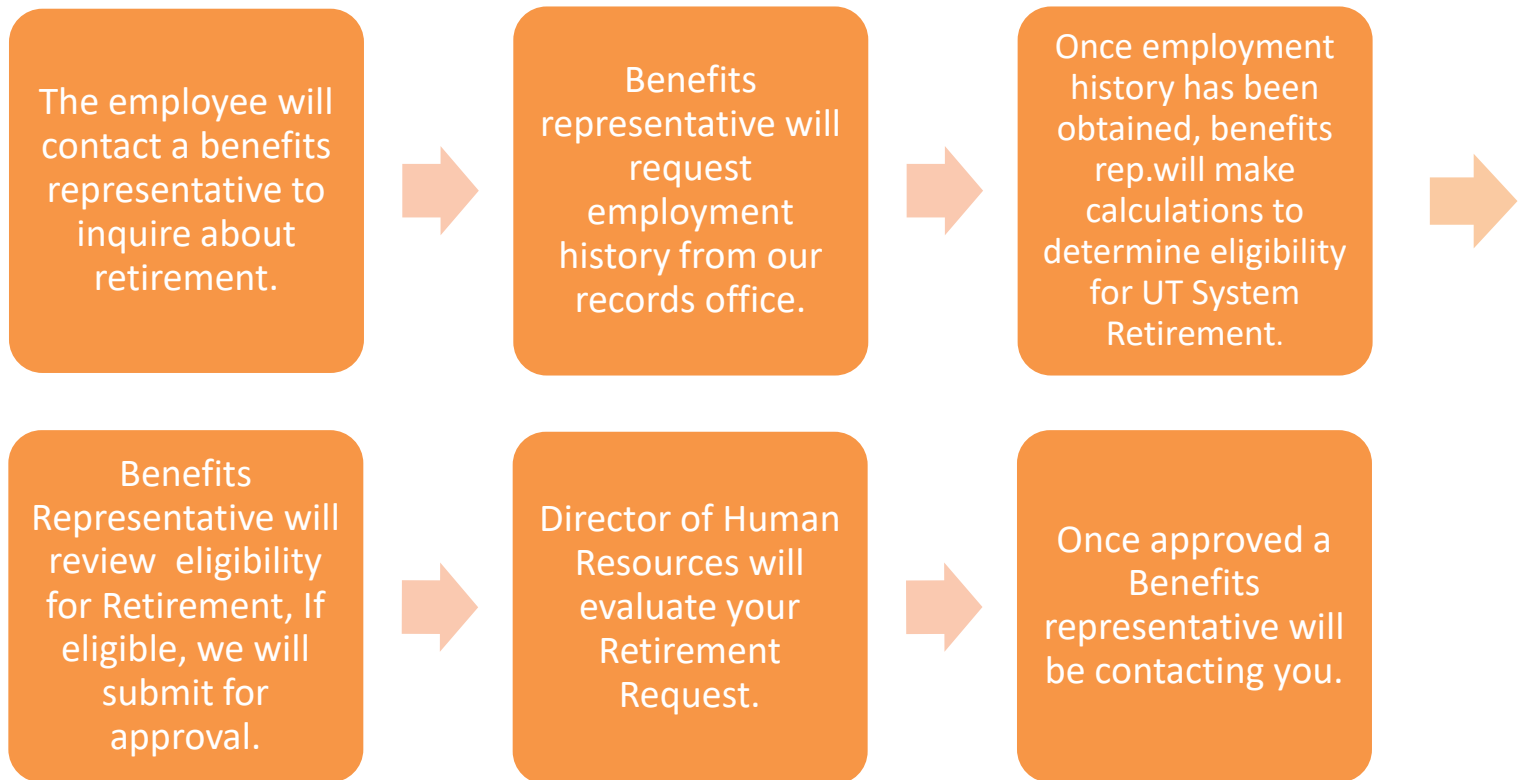
When the employee is in a Benefits-eligible position at least 90 days during an academic year at a **UT institution = One year of credit service.**

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?



****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.

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.

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



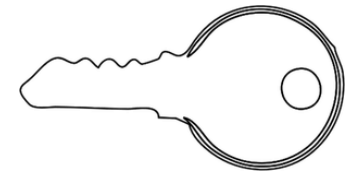
Benefits Checklist for Employee Separation

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.**

MEDICAL/PHARMACY FOR RETIREE ONLY

LIFE COVERAGE \$10,000

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

PLAN YEAR 2022-2023	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
UT SELECT Medical FULL-TIME	\$0	\$290.70	\$304.04	\$572.46

Voluntary Benefits - Dental

Dental Plan Monthly Premium

PLAN 2022-2023	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
UT SELECT Dental	\$28.52	\$54.14	\$59.66	\$84.84
UT SELECT Dental Plus	\$61.40	\$116.60	\$128.66	\$183.30
DeltaCare USA Dental HMO	\$8.80	\$16.74	\$18.50	\$26.40

Voluntary Benefits – Vision

PLAN 2022-2023	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
Superior Vision	\$5.02	\$7.90	\$8.10	\$12.84
Superior Vision Plus	\$7.64	\$11.98	\$12.82	\$18.10

Voluntary Benefits – Life

COVERAGE LEVEL	BENEFIT AMOUNT
Retired Employee Voluntary GTL	\$7,000
	\$10,000
	\$25,000
	\$50,000
	\$100,000
Dependent Spouse Voluntary GTL*	\$3,000

Voluntary Benefits – Life

Retired Employee Rate Chart

AGE OF SUBSCRIBER	RATE PER \$1,000 COVERAGE
15 - 34	\$0.035
35 - 39	\$0.045
40 - 44	\$0.059
45 - 49	\$0.092
50 - 54	\$0.142
55 - 59	\$0.221
60 - 64	\$0.345
65 - 69	\$0.616
70 - 74	\$0.713
75 - 79	\$0.884
80 and over	\$1.549

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

- ❑ Ovia Health - <https://www.utsystem.edu/sites/default/files/documents/publication/2021/ut-select-ovia-health-overview/utselect-ovia-2020.pdf>
- ❑ Livongo- <https://www.utsystem.edu/sites/default/files/documents/publication/2021/ut-select-livongo-overview-faqs/livongo-features-overview2.pdf>
- ❑ Hinge Health - <https://www.utsystem.edu/sites/default/files/documents/publication/2021/ut-select-hinge-health-overview/hinge-faq-sheet.pdf>
- ❑ Omada - <https://www.utsystem.edu/sites/default/files/documents/publication/2021/ut-select-omada-health-overview/omada-2021.pdf>
- ❑ 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.

UT SELECT/UT Care and Medicare

- 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.

 BlueCross BlueShield of Texas	
Name: MemberName ID: ZZTU12345678 Plan (80840): 9101000260	Office Visit: \$0 Specialist: \$0 Emergency Room: \$0
Part B RxBin: 011552 Part BRxPCN: TXMAONLYG Part BRxGrp: UTXS Part BRxID: U12345678	Plan: Blue Cross Group Medicare Advantage Open Access (PPO)
H0107 803	

www.hcbstx.com/retires-medicare-ut	
	
For Providers: Customer Service: 1-877-842-7562 TTY: 711	For Members: Customer Service: 1-877-842-7562 TTY: 711 Nurse Advice Line: 1-800-631-7023
File medical claims with your local plan	 BlueCross BlueShield of Texas
Medicare Limiting Charges Apply	
<small>PPO plans provided by Blue Cross and Blue Shield of Texas, which refers to HCSC Insurance Services Company (HISC) and GHS Insurance Company (GHSIC). PPO employer/union group plans provided by Health Care Service Corporation, a Mutual Legal Reserve Company (HCSC), HCSC, HISC, and GHSIC are Independent Licensees of the Blue Cross and Blue Shield Association. HCSC, HISC and GHSIC are Medicare Advantage organizations with a Medicare contract.</small>	

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

Part A costs:	What you pay in 2023:
Premium	\$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."
Part B costs:	What you pay in 2023:
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? ⓘ 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 Resources

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>

UTRGV Benefits

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Thank you