

Retirement Timeline

	Work with Your Supervisors (chair, dean, provost)	Work with HR
6 years ahead	<ul style="list-style-type: none">□ (Full) Teaching Professors and Associate and full tenure-stream Professors who meet age and service criteria are eligible for phased retirement, a 1-5-year period during which they can maintain benefits in full but reduce their teaching and workload. If you are interested in phased retirement, contact your chair and the Provost's Office a year ahead of your phased retirement start date. The course load and time period (to full retirement) can be decreased during phased retirement with 6-months' notice to the Provost's Office, but cannot be increased.	
12 months ahead	<ul style="list-style-type: none">□ Notify chair, dean, or Provost's Office by email of your intention to retire; the Provost will notify Payroll and the Benefits Office. For faculty on phased retirement, the Phased Retirement Agreement serves as notification. Official retirement for faculty normally occurs on September 1 (August 1 for semester programs). The last day of employment is normally August 31 (July 31 for semester programs).□ Review <u>retired faculty privileges</u>.□ Consider viewing this webinar series <u>Reimagining Retirement: Exploring your Life Plan</u> from AROHE (Association of Retired Organizations in Higher Education) or check out the resources and activities of the <u>SCU Retired and Retiring Faculty Group</u>.	<ul style="list-style-type: none">□ Consider how much to put in flexible spending and transit accounts, given that you cannot recover unused contributions after retirement (you have 90 days after your last day of employment to submit expenses incurred on or prior to your last day of work).□ Plan to stop HSA contributions at least 3 months in advance of enrollment of ANY Medicare plan (including Plan A) to avoid any issues with the IRS.□ Consider taking one of the Medicare workshops offered by HR. Watch for announcements in the HR Newsletter or in the <u>Health & Wellness Workshop Calendar</u>. HR contracts with "Sourcewise" to offer workshops on Medicare options. You can find their workshops on both the Health & Wellness calendar and the <u>Sourcewise calendar</u>. <i>Note: Medicare Advantage and Medicare Supplement options may be different if you are moving to a new area.</i>

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12 months ahead	<ul style="list-style-type: none"><input type="checkbox"/> If you would like to have your name and contact info added to a shared contact list of retired and retiring faculty (accessible if you are logged in to your SCU email account), click here.	
Anytime	<ul style="list-style-type: none"><input type="checkbox"/> Post your publications in Scholar Commons. The Institutional Repository Coordinator with Archives & Special Collections will assist faculty in posting publications on Scholar Commons. Many faculty and retirees add a Scholar Commons link below their email signature line.<input type="checkbox"/> Consider donating papers to the University Library's Archives & Special Collections.	
4 months ahead	<ul style="list-style-type: none"><input type="checkbox"/> Confirm a move-out date with your chair. Contact your chair, department manager or AA for moving assistance if needed.	<ul style="list-style-type: none"><input type="checkbox"/> Review your Benefits options, and reach out to the Benefits team at scu-benefits@scu.edu to make an appointment for a “pre-retirement” benefits review to discuss things like:<ul style="list-style-type: none">▪ group term life insurance▪ voluntary personal life insurance and dependent life insurance▪ long-term care insurance▪ flexible spending and transit accounts▪ 401(a) & 403(b)▪ Medical, dental, vision coverage (consider whether to continue through COBRA or not)▪ Medicare options.<input type="checkbox"/> Update your address in Workday, to ensure you receive documents and notices from Santa Clara University and benefits-related companies.

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3 months ahead	<ul style="list-style-type: none">Log in to Workday and confirm, or enter, your personal email address under “Personal Information” → “Change” → “Home Contact Information.” IT will send an important email regarding your access to Workday post-retirement so you may continue to access your past pay stubs and W2s.If you would like to increase, decrease, or stop your 403(b) contributions before your final paycheck, log onto SCU’s retirement portal website: www.netbenefits.com/scu All TIAA and Fidelity account holders use this portal to make contribution changes. It may take up to 2 payroll cycles for your changes to be reflected in your paychecks.	<ul style="list-style-type: none">Begin the Medicare enrollment process at least two months ahead of contract end date (= retirement date) to ensure that there is no gap between the health insurance coverage provided to SCU employees and the health insurance coverage provided by Medicare. Steps:<ul style="list-style-type: none">Enroll online at Medicare.gov, indicating the date you wish your Medicare coverage to begin. Medicare offers FAQs, online support, and phone support: https://faq.ssa.gov/en-US/topic/?id=CAT-01092.Complete two forms: “CMS 40B” and the first part of “CMS L564” (“Request for Employment Information”). The Benefits team can provide these forms; contact them at scu-benefits@scu.edu or call 408-554-4392. <i>Note: they need about two business days to complete CMS L564 to verify that you have been covered by health insurance in the past 8 months.</i> If your spouse/partner is enrolling in Medicare as well, you will need to request and fill out a form for them, too.
On your last day <i>August 31 for faculty teaching in quarter programs</i> <i>July 31 for faculty teaching in semester programs</i>	<ul style="list-style-type: none">Login to Workday and retrieve any pay stubs you may need for your taxes. You will retain access to Workday for 3 years after you retire, but your login credentials change (you’ll get an email about this), so there are a few more steps involved to login.If you have a Flexible Spending Account (FSA), your last day of work is also your last day to incur eligible expenses. You will have 90 days after your retirement to submit reimbursement requests.	<ul style="list-style-type: none">The Payroll Office will process your final paycheck.All SCU insurance coverages end. You have the option to convert your life insurance policy to an individual policy with SunLife Life Insurance within 31 days following your last day of employment. Contact SCU Benefits to obtain a conversion form.

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Anytime after last day of employment	<ul style="list-style-type: none"><input type="checkbox"/> Contact the Access Office for a Retiree Access Card. This is needed to use the Library, Malley Center, and pool. The Access Office is in Benson Center 106, access@scu.edu.<input type="checkbox"/> Obtain a Malley Center ID if you intend to use the Malley Center or pool. You'll need your new Access Card first.<input type="checkbox"/> Contact Parking and Transportation Services for a free retiree/emeriti parking permit at transportation@scu.edu, or see https://www.scu.edu/campus-safety/parking-and-transportation-services/.<input type="checkbox"/> Consider SCU-related travel opportunities. SCU's Alumni Office occasionally extends invitations to retirees to participate in their travel programs. Watch for announcements of future Alumni travel plans at https://www.scu.edu/alumni/learn/travel/.	<ul style="list-style-type: none"><input type="checkbox"/> You will receive COBRA enrollment information from WEX, usually within a week or two after you are terminated in Workday. You have 60 days to elect COBRA.
31 days after last day of employment		<ul style="list-style-type: none"><input type="checkbox"/> Deadline for (optional) conversion of the following insurance coverages to individual policies:<ul style="list-style-type: none">▪ group term life insurance policy▪ voluntary personal life insurance▪ dependent life insurance.
90 days after last day of employment		<ul style="list-style-type: none"><input type="checkbox"/> Deadline to submit flexible spending and transit expenses incurred on or prior to your last day at work: https://customer.wexinc.com/login/benefits-login/.

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Within first 2 years of retirement	<p><input type="checkbox"/> Take advantage of one year of free membership in the Osher Lifelong Learning Institute, courtesy of the University. OLLI is a community of learners aged 18±. To see the courses, trips and events that OLLI offers, visit https://www.scu.edu/oshier. To take part in the free membership offer in your first two years of retirement, contact the OLLI office, (408) 554-2382, or olli@scu.edu.</p>	
