

University of Kentucky Retirement Checklist

The information given below is general in nature and may or may not apply to all employees. As each of us has an individual situation, you are strongly encouraged to contact the Employee Benefits Office regarding your retirement eligibility. This information is subject to change at any time and is not intended to override any UK Policies, Procedures or Regulations. Also, this reference is provided for informational purposes only and not intended to provide financial or tax advice. The Retirement Office may be contacted directly by calling Employee Benefits @ (859) 257-9519 and selecting option 3; or you may contact us by electronic mail at the following address: retirement@uky.edu.

- ☐ Submit a dated, signed letter stating your intent to retire and last working day to your Department Head/Chair/Dean/Director/Supervisor at least 90 days in advance if an Early Retiree (under 65) or 30 days if a Normal Retiree (65 or older). Faculty should provide 6 months or 1 semester's notice.
- ☐ Submit a copy of your retirement letter to the Benefits Office by fax (859-323-1095) or scan and email.

Definition of Retirement: To be considered an official retiree by the University, the terminating employee must:

- 1) be at least age 65 (normal retirement age), or
- 2) have a combination of age and service equaling 75 (early retirement) with a minimum of 15 years of continuous regular full-time service or its equivalent.

The definition of retirement can be found under Administrative Regulation 3:1. Further information regarding the health plan credit in retirement can be found under HR Policy and Procedure 94: Health Plan Credit.

Income Options

- ☐ If you wish to order a *Retirement Income Planning Illustration*, call your retirement carrier. This meeting will determine what your options and income will be when taking a distribution. **Keep in mind that UK does not provide investment advice or advise whether an employee is financially able to retire.**

TIAA

- Local TIAA Office **224-6900** for one-on-one appointments
- To schedule on-campus appointments, call **800-732-8353**
- **1-800-842-2776** (customer service & support)

Fidelity

- **1-800-642-7131** to schedule on-campus appointments with a Fidelity Advisor
- **1-800-328-6608** Phone Retirement Planner
- **1-800-343-0860** Customer service & support for log in or address changes

Captrust

- **1-800-967-9948**
- Online: <https://www.captrustadvice.com/scheduler/>
- Appointments - Monday through Thursday from 8:30 a.m. to 8 p.m., and Friday from 8:30 a.m. to 6 p.m.

Insurance Information

Health Insurance:

- **Retirees who are under 65, eligible to retire by July 1, 2007**, are eligible to remain on a UK health plan with a University contribution towards the premium.
- **Retirees who are under 65, hired prior to January 1, 2006, with 15 or more years of continuous regular full-time service, or its equivalent**, are eligible to remain on a UK health plan with a University contribution towards the premium. The University credit will be determined by the age and years of service at retirement.
- **Retirees who are under 65, hired on or after January 1, 2006**, are eligible to remain on a UK health plan at their own expense (without the University paid health credit).
- **Retirees who are 65 or over with more than 5 years** of continuous, but less than 15 years of continuous, service may remain in a UK health care plan at their own expense (without the University paid health credit).

- **Retirees who are 65 or over with less than 5 years of continuous service are not eligible to remain in a UK health plan.**
- **Cost of coverage for eligible dependents in all cases is paid by the retiree.**
- **Retirees are permitted to DEFER their health benefit one time from the University at either the time of retirement or at a later date during retirement (before or after age 65). This deferral is a one-time deferral. Retirees who elect to defer their retiree health benefit will be permitted to reactivate their retiree health benefit provided they have had credible health insurance in the 12 months prior.**

Retirees may elect to cover eligible dependents when they reactivate the retiree health benefit, even if the dependents were not on the plan previously. In addition, a spouse may be added to a retiree plan after a retiree has retired, provided the spouse has had comparable health plan coverage for 12 months immediately before being covered on the University's plan and there has not been a break in coverage of more than 63 days from the time the prior plan ends and the University coverage begins.

Medicare

Enrollment in **Medicare Part A** at the time of eligibility (Initial Enrollment period is 3 months before and 3 months after turning 65) is encouraged. Unless retiring in your Initial Enrollment period, enrollment in Part B is not required upon turning 65. Verification of employer sponsored health coverage plan is provided by a Retirement Officer, via the Medicare Part B application, after receipt of your intent to retire letter. This application ensures waiver of Medicare penalties for late enrollment in the Medicare Part B. Enrollment in Parts A & B is required for continued participation in University health plans. Retirees must submit Part B application to the SSA Office to enroll in Medicare.

If you are 65 or older and return to work at UK as a retiree, please contact the Benefits Office. Note: as long as you are still working at least 20% and are covered under a UK Health Plan, you do not have to enroll in Medicare Part B.

- ☐ Complete the Medicare Part B application once received from a Retirement Officer.
- ☐ Submit application to your local Social Security Office (Lexington and Frankfort addresses provided) upon completion.
- ☐ Retain a copy of the Medicare Application for your records in case the original is lost or misplaced.
- ☐ Submit a copy of new Medicare Part A&B card to Retirement Officer upon receipt.

Social Security Administration

Frankfort Office

140 Flynn Ave.
Frankfort KY 40601
Phone: 1-866-964-1724

Social Security - Lexington Office

2241 Buena Vista Dr.
Lexington KY 40505
Phone: 1-866-530-7754 (local office) or
1-800-772-1213 (National) or Medicare 1-800-633-4227

Dental and Vision Insurance:

A retiree on a **UK Dental** plan must choose one of the UK Retiree dental plans, a Delta Dental plan, or opt for no dental coverage. You must be enrolled in the chosen plan upon the time of retirement to continue the plan. Otherwise, enrollment in dental and/or vision can be made during a future Open Enrollment.

- ☐ Complete and submit* the current Retiree Health/Dental/Vision Plan form.
- ☐ Complete and submit* the Automatic Bank Draft (ACH) form. A voided check or letter from your financial institution with the account and transit/routing information is required.

*Please submit all forms at least one month prior to retirement date, when possible.

Basic and Optional Life Insurance: All University life insurances cease at the end of the month upon retirement. However, retirees can purchase a conversion for their optional life insurance(s) if they reach out to the vendor. Continuation of these options must be no later than 30 days after a retirement. Contact them directly at (800) 778-3827. The UK control number will be asked when calling, which is 71082.

Long Term Total Disability: Coverage ceases upon retirement. Long Term Disability Supplemental coverage will also cease upon retirement.

Voluntary Benefits: If you have the Universal Life Insurance, Long-Term Care Insurance, Short-Term Disability, and/or Cancer/Specified Disease Insurance, you may retain this coverage beyond your retirement date. For details on payment options, contact the MPM Financial Group at 1-859-223-4973.

If you have the Auto, Home, Pet Insurance or MetLaw and want to retain this coverage beyond your retirement date, you may contact MetLife at 1-800-438-6388.

PAY INFORMATION

Payment for Temporary Disability (Sick) Leave (TDL) - APPLIES TO STAFF ONLY (HR P&P 87):

A. Policy for employees hired prior to July 1, 1995: At retirement, staff employees with an accumulation of at least 66 days (8-hour employees having 528 hours or more, 7.5-hour employees with 495 hours or more, etc.) may receive full pay for up to 22 days of TDL accrual. Any days (up to 22) converted for full payment may not be utilized for age and/or service requirements. Pay for days more than 22 will be 10% of the final salary rate. These days may also be used to add to years of service for the age/service matrix.

B. Policy for employees hired on or after July 1, 1995: At retirement, staff employees with an accumulation of at least 66 days may use these days to add to years of service to meet service requirements for retirement eligibility or for the age/service matrix.

Payment for Vacation Leave (HR P&P 81): Employees who earn vacation leave are paid for unused leave, not to exceed the annual vacation leave allowance. Terminal Vacation Payout is entered by the department and should be entered on the final paycheck. Employees eligible for the matching 403(b) plan will see 5% of this payout deducted and matched by the university at 10%. **Faculty who retire at any time other than the fiscal year end (June 30), will be paid prorated terminal vacation on their remaining balance based on retirement date if eligible (refer to AR 3:6).**

Final Paycheck: Your final paycheck will contain payment of final salary; terminal vacation payout, and applicable temporary disability leave pay. Vacation and sick pay do not extend the retirement date. If you wish to tax shelter any of your payout the appropriate paperwork must be completed prior to the pay period deadline that you are retiring in. **Your department is responsible for entering final payout(s) per policy.**

Employee Self Service (ESS) Access: Once you retire you will no longer have access to SAP or ESS, meaning no access to review past or present pay stubs. This information, as well as W-2s, can be obtained online: <https://mydocs.uky.edu/>.

Retirees can retain access to their University email account. If account is unused for one year, it will be deactivated.

Taxes: The University of Kentucky is only providing general information and does not intend to give financial or tax advice. You are always encouraged to seek the advice of your own tax or financial professional.

UK retirees and former employees may exclude certain distributions from their retirement accounts from Kentucky state income tax if the retirement funds remain in the UK retirement accounts held with UK retirement carriers (Fidelity, TIAA). Retirement funds must stay in and be distributed directly from the "retirement accounts" (403(b), 401(a) or 457(b)) to receive the potential tax exclusion provided on Kentucky Pension Income Exclusion "Schedule P", which is for public pensions. Funds transferred to an IRA account and then subsequently distributed are not eligible for the exclusions provided under Schedule P.

Schedule P provides tax filers with public pensions the ability to exclude a percentage of the current year retirement income based on years of service before and after January 1, 1998 (see the instructions on Schedule P for more detail). In addition to this exclusion, all retirees who keep retirement funds within the aforementioned retirement accounts are eligible to receive the overall exclusion (\$41,110 for 2017) which may be indexed for inflation each year.

MISCELLANEOUS

Parking Permits: Retirees are eligible for an “E” permit for \$126 per year (free if retired prior to 7/1/1995). Please contact the **Parking Office (257-5757)** for information. If you have a RESERVED KY CLINIC PARKING PERMIT call 323-8085.

Retiree ID Card: Retirees may want to purchase a permanent **UK ID Card** if they have a minimum of 5 years of service. The cost is \$5.00. If door access will be needed, an upgraded ID card is available for \$20.00. For more information or to get a UK ID Card, visit the Wildcat ID Office at the Student Center at 859-257-1378. This card allows you access to the Library, Johnson Center, and Employee Discount Program.

A list of vendors offering a discount to UK employees and retirees can be found at www.uky.edu/HR/edp.

Association of Emeriti Faculty, Inc: For information, email Janet Cabaniss at (859) 227-1894 or jcabaniss@gmail.com.

Returning to work as a temporary employee: If you are interested in returning to work at UK as a working retiree through STEPS or a Post-Retirement position, please speak with your supervisor or the STEPS Office at 257-9543. You can also complete the following STEPS Interest Form, and then a team member will follow-up: hr.uky.edu/STEPS-Retiree-Interest
Check with the Benefits Office about possible changes with your health insurance premiums.

Documents to Return to Retirement Office:

- ☐ Copy of signed Intent to Retire Letter.
 - If providing less than the required notification period, the department must submit an email or signed retirement letter agreeing to waive the required 30/90 days.
- ☐ Completed Retiree Deferral Form, if not remaining on UK health plan at retirement.
- ☐ Completed Retiree Health, Dental, and Vision form, if remaining on UK plans.
- ☐ Completed ACH Bank Draft form with voided check or letter from financial institution.
- ☐ Copy of Medicare A & B card, when received from Medicare.
- ☐ Benefit forms can be faxed to (859) 323-1095, scanned and emailed to retirement@uky.edu, or emailed directly to the retirement officer. Original copies are not required for any documents.

*If you have Voluntary Benefits managed by The MPM Group or Life insurance that you wish to continue, you must contact the vendors prior to your retirement date.

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