

The University of Cincinnati Retirement Preparation Checklist

Follow the steps below to prepare for a smooth transition to retirement. If you wish to schedule a retirement planning session, please do so at least 90 days before your retirement date. Contact benefits@uc.edu to schedule an appointment. To aid in planning, check off steps as completed!

	RETIREMENT SYSTEM – <i>Send a copy of the form to benefits@uc.edu.</i>
	<ul style="list-style-type: none"> • STRS or OPERS Member: Contact your retirement system to obtain retirement application. Submit your application 6 months prior to your retirement date. • ARP Member: Contact your ARP provider to discuss your distribution options. You must be age 60 with 10 or more years of continuous UC service or age 65 in order to be eligible to retire. • Grandfathered Plan Member: Contact your provider to discuss distribution options.
	NOTIFY YOUR DEPARTMENT – <i>Send a copy of your letter to benefits@uc.edu.</i>
	<ul style="list-style-type: none"> • Notify your Academic Unit Head, Dean (faculty) or Supervisor/Manager (staff) in writing of your retirement date after confirming your eligibility to retire with your retirement system. • (Faculty): Apply for emeritus status, if desired. Verify your retirement application has been approved. Confirm that your request has been forwarded to the Provost Office. You are not eligible for Emeritus status unless you qualify as a UC retiree (i.e., you are eligible to retire from the retirement system in which you are a participant).
	DETERMINE IF YOU WANT TO CONTINUE YOUR EMPLOYEE LIFE INSURANCE/LONG TERM CARE (IF APPLICABLE)
	<ul style="list-style-type: none"> • Contact Securian Life Insurance to obtain cost/coverage information (1-866-293-6047). • You must elect and pay for coverage within 31 days of your retirement date. • If you have a Mutual of Omaha Long-Term Care (LTC) coverage paid for through UC payroll deduction at the time of retirement, contact Mutual of Omaha at 1-800-877-1052 to request information about your continuation options. You must elect to continue coverage and make your first premium payment within 31 days of retirement.
	MAKE ARRANGEMENTS FOR HEALTH INSURANCE COVERAGE
	<ul style="list-style-type: none"> • STRS or OPERS Member: Contact your retirement system to obtain cost and eligibility information. • Grandfathered Plan Member: You will receive information about continuation options when you meet w/Human Resources. • ALL: You will receive COBRA information from Chard Snyder during the month following your retirement date.
	MEDICARE (if applicable)
	<ul style="list-style-type: none"> • Contact the Social Security Administration at least 3 months prior to your retirement. Sign up for Medicare Parts A, B and D as applicable. • Send to Central HR (benefits@uc.edu) any applicable SS/Medicare forms which require employer information.
	CONTACT YOUR 403(b) OR 457 PROVIDER DISTRIBUTION/ROLLOVER INFORMATION
	<ul style="list-style-type: none"> • You are not required to take a distribution following your retirement, however, you may want to understand available rollover or distribution options.
	SICK/VACATION PAYOUT/DEFERRALS – <i>Set up your account in a timely manner!</i> <i>(Per Ohio Revised Code 124.39, you must have 10 or more years of service with the state or any of its political subdivisions to be eligible for payout of accrued, unused sick time.)</i>
	<ul style="list-style-type: none"> • If you plan to defer any portion of your sick or vacation payout, you must establish an account with your preferred provider in a timely manner. For the 457 account, at least one regular payroll contribution must go through prior to the final deferral. <ul style="list-style-type: none"> ○ 457 Deferral: 60 days prior to your retirement date. ○ 403(b) Deferral: 30 days prior to your retirement date. • You are required to complete and sign a Retirement Sick Payout Election Form prior to your retirement. • If you are a 9/12 faculty member and are retiring prior to August in the current academic year, you may be entitled to a lump sum payment of your contract. This lump sum can also be deferred if the account is set up timely.
	SEPARATION CLEARANCE FORM – <i>Complete and submit this form to Central HR during your final week!</i>
	<ul style="list-style-type: none"> • This form should be completed by all applicable parties the week of your retirement and is needed to ensure timely payout of any accrued sick and/or vacation.

