

FINANCIAL AND BENEFITS RETIREMENT PLANNING

Retiree Name: _____

Planned Last Day of Work : _____ Retiree Medical Enrollment Date: _____

Use the checklist below to start planning for your finances and benefits during retirement.

Benefit	What to do	Who to contact
90 days prior to retirement:		
Review Yale’s retirement benefits with a retirement counselor	Make an appointment with a retirement counselor to review your retirement benefits.	Call Employee Services at 203-432-5552 or email employee.services@yale.edu to make an appointment.
Attend a Retirement Planning Workshop	Attend a retirement planning workshop to help you prepare for retirement. Workshops include: Retiree Benefits Overview, Retirement and Financial Planning Workshop and Social Security Workshop.	Sign up for a Retirement Planning workshop at TIAA.org/yale or call TIAA at 855-250-5424
Notify your department	Provide written intent to retire and last work day/ retirement date.	Your Supervisor, Business Manager or Department Chair
Yale Staff Pension	Call for an estimate of your pension benefit -or- Call to initiate your monthly pension payments.	Your Pension Resources 203-432-5552 press # 5 yale.edu/mybenefits -or- click <i>Staff Pension Plan</i> on the Workday Benefits Worklet
TIAA	Call to make an appointment with a TIAA advisor to review your income projections and payment options.	TIAA 855-250-5424 www.tiaa.org/yale -or- click <i>Yale Retirement Savings</i> on the Workday Benefits Worklet
Medicare A & B	Enroll in Medicare Parts A and B if you are Medicare eligible (generally age 65 or earlier if disabled). Note: Contact Social Security Administration upon attainment of Medicare eligibility even if actively employed to determine the most beneficial date for you to enroll in Medicare Parts A and B.	Medicare 800-772-1213 www.medicare.gov

The benefit descriptions in this document are brief summaries of the benefits offered. For more detailed information about your benefits please visit your.yale.edu/benefits. If anything differs from what is stated in the legal plan documents, the legal plan documents will prevail. Healthcare costs provided at the time of retirement counseling are an estimate and are subject to change. Estimates are prepared based on the information provided and the current terms of Yale’s retiree health plan. Final rates will be available from BSwift at the time of your retirement and will be determined based on verification of your relevant demographic information and plan terms in effect at that time. Yale reserves the right to amend, modify or terminate benefits plans at any time, including the right to change retiree contribution rates for retiree health plan coverage. Upon an employees return from a termination, retirement, or unpaid leave, Yale reserves the right to collect any unpaid Health & Welfare balances in arrears.

Social Security	Call or access the SSA.gov website for an estimate of your payment -or- Start your monthly Social Security payments.	Social Security 800-772-1213 www.ssa.gov
Retiree Health	Enroll or waive participation in your retiree health and dental coverage.	Aetna Retiree Service Center 800-338-4533 www.aetnaretireehealth.com/yale
Retiree Dental (FAC/M&P /YPBA)		
Retiree Life Insurance (if applicable)	Update your beneficiaries for the retiree life insurance benefit.	Aetna Retiree Service Center 800-338-4533 www.aetnaretireehealth.com/yale

30 days prior to retirement:

Timecard approval	Approval of your timecard by both you and your manager should be completed prior to the processing of your final paycheck.	Access Workday at myworkday.com/yale
Address and Contact Information	Make sure your home address is current in Workday. Your access to Workday ends 45 days after your retirement date. It's also important to update your address at TIAA.	Access Workday at myworkday.com/yale TIAA 855-250-5424
Terminal Vacation/PTO Pay/Terminal Sick Pay	Complete and submit Terminal Vacation Payout form to defer all or a portion of your lump sum PTO and sick pay payout to your Yale 403(b) retirement plan.	Employee Services 203-432-5552 employee.services@yale.edu
Parking	Return your parking stickers to the Parking and Transit Office and notify them of your last day of work.	Parking and Transit Office 203-432-9790

Post retirement decisions:

Basic/Supplemental Life Insurance (if applicable)	Respond to notice from carrier within 30 days to convert or port your current Basic and/or Supplemental Life Insurance coverage (notice mailed to home address).	Standard Life 800-628-8600
Vision (COBRA)	Respond to COBRA offer for continuation of current coverage (mailed to home address).	WageWorks 800-526-2720
Dental (COBRA) (CT/SM/SEC)	Respond to COBRA offer for continuation of current coverage (mailed to home address).	WageWorks 800-526-2720
<p>Note about COBRA</p> <p>COBRA regulations require Yale to send you a COBRA offer for all of your health and welfare benefits, even those benefits that we offer under the university retiree health program. If the benefit is offered under our retiree health program you do not need to elect COBRA. Wagemworks will mail a COBRA election packet to your home address</p>		WageWorks 800-526-2720

The benefit descriptions in this document are brief summaries of the benefits offered. For more detailed information about your benefits please visit your.yale.edu/benefits. If anything differs from what is stated in the legal plan documents, the legal plan documents will prevail. Healthcare costs provided at the time of retirement counseling are an estimate and are subject to change. Estimates are prepared based on the information provided and the current terms of Yale's retiree health plan. Final rates will be available from BSwift at the time of your retirement and will be determined based on verification of your relevant demographic information and plan terms in effect at that time. Yale reserves the right to amend, modify or terminate benefits plans at any time, including the right to change retiree contribution rates for retiree health plan coverage. Upon an employees return from a termination, retirement, or unpaid leave, Yale reserves the right to collect any unpaid Health & Welfare balances in arrears.