# 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.

<table>
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<tr>
<th>Benefit</th>
<th>What to do</th>
<th>Who to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Yale’s retirement benefits with a retirement counselor</td>
<td>Make an appointment with a retirement counselor to review your retirement benefits.</td>
<td>Call Employee Services at 203-432-5552 or email <a href="mailto:employee.services@yale.edu">employee.services@yale.edu</a> to make an appointment.</td>
</tr>
<tr>
<td>Attend a Retirement Planning Workshop</td>
<td>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.</td>
<td>Sign up for a Retirement Planning workshop at TIAA.org/yale or call TIAA at 855-250-5424</td>
</tr>
<tr>
<td>Notify your department</td>
<td>Provide written intent to retire and last work day/ retirement date.</td>
<td>Your Supervisor, Business Manager or Department Chair</td>
</tr>
<tr>
<td>Yale Staff Pension</td>
<td>Call for an estimate of your pension benefit -or- Call to initiate your monthly pension payments.</td>
<td>Your Pension Resources 203-432-5552 press # 5 yale.edu/mybenefits -or- click Staff Pension Plan on the Workday Benefits Worklet</td>
</tr>
<tr>
<td>TIAA</td>
<td>Call to make an appointment with a TIAA advisor to review your income projections and payment options.</td>
<td>TIAA 855-250-5424 <a href="http://www.tiaa.org/yale">www.tiaa.org/yale</a> -or- click Yale Retirement Savings on the Workday Benefits Worklet</td>
</tr>
<tr>
<td>Medicare A &amp; B</td>
<td>Enroll in Medicare Parts A and B if you are Medicare eligible (generally age 65 or earlier if disabled).</td>
<td>Medicare 800-772-1213 <a href="http://www.medicare.gov">www.medicare.gov</a></td>
</tr>
</tbody>
</table>

**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.

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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 employee’s 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) | 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  | 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 |
| Note about COBRA       | 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. Wageworks will mail a COBRA election packet to your home address | WageWorks 800-526-2720 |

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