UW Oshkosh – Recommended
Employee Retirement Checklist

Steps Toward Retirement (UW Oshkosh Recommended)

A. Make appointment with Human Resources regarding Benefits and Leave Options at least *1-2 months* prior to anticipated retirement date

B. Complete and Mail WRS Benefit Information Request Form to ETF at least *8-12 months* prior to anticipated retirement date

C. Contact Social Security Administration *3-4 months* prior to retirement date

D. Use the Resources available to you (see Internet Resources on page 5)

These guidelines are to ensure you are ready for the next step of your life and there is no delay in benefits or payments. It is recommended that you contact Human Resources with any questions or for assistance through the retirement process.

Faculty and Academic Staff:	Sabrina Johnson (johnsosj@uwosh.edu, 424-3008)
Classified Staff, Project Appointments:	Jodi Anthony (anthonyj@uwosh.edu, 424-2070)
Limited Term Employees:	Jo Fenrich (fenrich@uwosh.edu, 424-2279)

You are welcome to ask questions at anytime. You do not need to wait until 2 months prior to your retirement date to contact us.

Items to Think About

Are you Age 55 (50 for Protective) or Older? ☐ Yes ☐ No

If NO, you are not eligible for retirement benefits through UW System
If YES, you are eligible for accelerated retirement benefits through UW System

Are you Age 65 or Older? ☐ Yes ☐ No

If YES, you are eligible for retirement benefits through UW System

Returning to Work After Retirement – what you need to know on Page 6

-------- See following pages for more details --------

A. UW Oshkosh Human Resources – Payroll & Benefits

1. Make Appointment to discuss benefits (insurances, vacation, sabbatical [ALRA], etc) at least 1-2 months prior to anticipated retirement date

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2. Leave Options

NOTE: You must have approval from your supervisor to use leave to remain in pay status up to your retirement date.

a. Vacation Vacation is pro-rated based on your retirement date. Any earned but not used vacation will be paid out upon last day in pay status.

b. Personal Holiday/Legal Holiday/Comp Time
Any unused leave will be paid out upon last day in pay status.

c. Sabbatical (ALRA) ☐ Payout at time of retire OR ☐ Use while in pay status

d. Sick Leave ☐ Escrow OR ☐ Convert to pay health insurance premium

3. Insurance Information

a. Health Insurance/Dental

☐ Currently pay for premium(s)
☐ Need to do Spouse-to-Spouse Transfer Date Completed: _____

Does Spouse currently work for the State?	☐ Yes	☐ No
Is Spouse Retired from the State?	☐ Yes	☐ No
Is Spouse Dependent on your STATE Health contract?	☐ Yes	☐ No
Are You Dependent on spouse's STATE Health contract?	☐ Yes	☐ No
Are You Dependent on Spouse's Health Insurance not with the state?	☐ Yes	☐ No

Spouse's Name: _____ SS#:_____ DOB:_____
Health Plan Provider:_____

b. ERA ☐ Stop at Retirement ☐ Take Additional Payments to cover entire year

c. Other Insurances will be discussed during appointment with Human Resources

4. Arrange Address for final paycheck or where W-2 is to be sent

5. Provide written notice to supervisor and send copy to Human Resources

If you wish to use leave to remain in pay status, discuss this option with your supervisor as it will affect the departmental budget and ability to hire a new employee. Supervisor must approve leave usage prior to leaving the University.

Include last day working and, if applicable, indicate any leave you may be using. Provide last day in pay status. Submit to supervisor and Human Resources as early as possible after final decision to retire is made.

B. Department of Employee Trust Funds (ETF)

Address: P.O. Box 7931
Madison, WI 53707-7931

Phone Number: 1-877-533-5020
(608) 266-3285
TTY: (608) 267-0676
FAX: (608) 267-4549

Make Appointment to Attend a
One-on-One or Group Counseling Session:
1-877-533-5020

**Make Copies of Everything Sent for Your Records **

1. Review Annual Retirement Statement received every April

2. **Call ETF to request an retirement estimate/application**

Benefit Request Form: http://etf.wi.gov/publications/et7301.pdf

Date Sent to ETF: _____Estimated Date of Retire (last day in pay status):_____

If Military Service Credit – Submit Form DD214 to ETF

☐ Retirement Packet Received – includes Application to complete

3. **Attend Counseling Session (optional) -**
http://www.etf.wi.gov/members/presentation_map.html
- Must have Retirement Packet from ETF before attending session

☐ Group Session or ☐ One-on-one Session

Date:_____ Time: _____

4. **Mail Retirement Application form to ETF within 90 days prior to actual retirement date**

WRS Termination Date = last day in pay status (include days using leave prior to being off payroll)

Actual Date of Retirement: _____ (in pay status) Last Day Working: _____

Date Mailed Application: _____

5. **Sick Leave Conversion**

☐ Escrow Sick Leave OR ☐ Use to Pay Health Insurance Premium

If Escrowing, complete Escrow Application: http://etf.wi.gov/publications/et4305.pdf

Date mailed Escrow Application to ETF: _____

NOTE: Human Resources will complete appropriate form for sick leave conversion

C. Social Security Administration

Oshkosh Office: 400 City Center, Suite B
Oshkosh, WI 54901

Phone: 1-800-772-1213
(920) 232-2355
TTY: (920) 232-0930

**Make Copies of Everything Sent for Your Records **

IF 62 or older at retirement:

If you expect to apply for Social Security benefits when you retire from the WRS, contact Social Security 3-6 months prior to your retirement date. This will help ensure there is no delay in benefits upon retirement.

IF 65 or older at retirement:

a. Have Human Resources complete the form for Social Security regarding Medicare begin date.

   Date Submitted form:_____

b. Apply for Medicare Part B 2-3 months prior to receipt of your final University of Wisconsin paycheck. This will help ensure Part B will be effective the first of the second month after receipt of your final paycheck.

   Date Submitted Medicare Part B Application:_____

If you are remaining on the University health plan upon retirement, please note the following:

If you and/or your spouse are eligible for Medicare Parts A & B, your premium for your University health plan will decrease. You must notify ETF in order for your premium to be updated.

Your University health insurance covers your prescription drugs according to the co-pay schedule.

Internet Resources

University of Wisconsin System (Dept. of Employee Trust Funds):

WRS = Wisconsin Retirement System

Roadmap to Retirement: http://www.uwsa.edu/ohrwd/benefits/ret/roadmap.pdf

UW System Retirement & Savings: http://www.uwsa.edu/ohrwd/benefits/ret/

WRS Retirement Calculator: etf.wi.gov/calculators/disclaimer.htm

ETF Glossary of Terms: etf.wi.gov/glossary.htm

ETF Presentations: etf.wi.gov/webcasts.htm

Includes presentations on: Buying WRS Creditable Service, Calculating Your Retirement Benefits Online, How to Complete a Retirement Application, Planning for the Inevitable, Your Annual Statement of Benefits, Your WRS Benefits

Public Employee Retirement Benefit Presentation - etf.wi.gov/news/ht_20041111.htm

Wisconsin Retirement System Investment Board (SWIB)

General Information: www.swib.state.wi.us/

SWIB Publications: http://www.swib.state.wi.us/publications.aspx

Thinking of Cancelling Variable Fund Participation? http://etf.wi.gov/publications/et2313.pdf

Social Security Administration

How to Prepare for Retirement - www.ssa.gov/retirement/

Social Security Benefit Calculator - www.ssa.gov/planners/calculators.htm

Retirement Planner - www.ssa.gov/retire2/

Social Security Administration - www.ssa.gov

UW Oshkosh

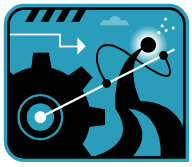
Retirement Planning Resources: http://www.uwosh.edu/hr/benefits/retirement-planning

General Benefits Information: http://www.uwosh.edu/hr/benefits

Human Resources: http://www.uwosh.edu/hr/

USA.gov Senior Resources www.usa.gov/Topics/Seniors.shtml

Returning to Work After Retirement
What You Need to Know



Private Employment

As a retiree you can work in private employment and your benefits administered by ETF (retirement and health/life insurance) will not be affected.

Employment with Any WRS Employer After Retirement

To be eligible for your retirement benefit, regardless of whether or not your new WRS employment is in a position that meets WRS participation standards, your **employment cannot begin until the latest of the following dates**:

- the day after your annuity effective date;
- the thirty-first day after the date your WRS employment terminated;
- the thirty-first day after the date ETF receives your retirement benefit application.

Your annuity or lump sum benefit will be cancelled if your return to WRS-eligible employment occurs before this required break in service.

Note: If your employer is a WRS employer, the 75-day break in service requirement applies even if your new employment does not meet WRS participation standards.

Refer to the ETF website for more information: http://etf.wi.gov/